

PS Talent Manager for Human Resources



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PS Talent Manager for Human Resources

Welcome to the PeopleSoft Talent Manager for Human Resources training module. In this module you will learn the tasks necessary to efficiently navigate the hiring process within PeopleSoft. Please complete each module in the "Try It" phase. Once you have completed all modules, launch the quiz to test your knowledge. You will need to pass this quiz in order to obtain access to utilize these modules within PeopleSoft. If you have any questions, please contact the Talent Acquisition team at 1-855-773-4647, option 2.

Vacancy Request/Job Opening

It is the responsibility of the Human Resources Generalist or Director to create and submit vacancy requests to the Strategic Hiring Committee via PeopleSoft. Once the vacancy request has been approved, automated workflow will be sent to the individuals listed in the hiring team with instructions to create the job bank posting.

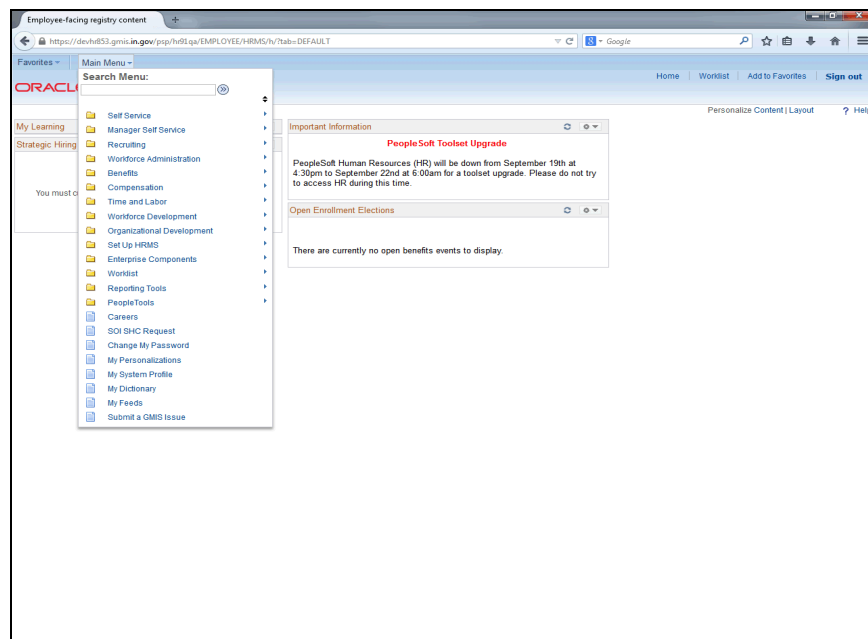
SHC Vacancy Request

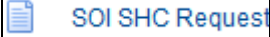
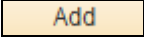




In this section you will learn how to create and submit a Vacancy Request to the Strategic Hiring Committee for approval to fill a vacant position control number (PCN). Information submitted here will assist with quickly building your job bank posting if/once the PCN is approved to post and fill.

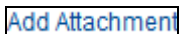
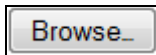
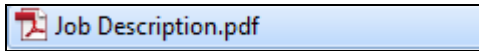
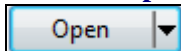
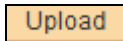



For questions concerning submission of a request other than Vacancy, contact the Compensation and Organization Design Division.






View SHC FAQ's: (https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/SHC.docx)

Procedure



Step	Action
1.	From the Main Menu, click the SOI SHC Request menu. 
2.	Click the Add button. 
3.	Select Vacancy from the Reason for Request drop down menu. 
4.	Enter the desired information into the Position Number Required field.
5.	Press [Tab] to populate information.
6.	To complete the SHC Vacancy request you must indicate if this position is necessary for the operation of the agency. Click Yes or No from the required list box. 
7.	To complete the SHC Vacancy request you must indicate if this position provides protection of life and property. Click Yes or No from the required list box. 
8.	To complete the SHC Vacancy request you must indicate if this position generates revenue. Click Yes or No from the required list box. 
9.	Vacancy requests require the submission of a detailed narrative. Please be sure to provide adequate information in your narration. If a position is showing an incumbent in the PeopleSoft system, please include in your narration the date the position became (or will become) vacant. Provide a justification in the Comment field if any question was answered with YES.
10.	Please indicate the source of funding for the position. Multiple funding sources may be indicated such as split funding between the General, Federal and Dedicated funding sources. The source of funding would be provided by your controller. In this instance, if the position had split funding between the General Fund and Federal Fund, you would enter 16,874 into the General Fund Salary field and 16,874 into the Federal Fund Salary field. Enter the desired information into the General Fund Salary field.
11.	Press [Tab] to populate information.
12.	Enter the desired information into the Telephone field.

Step	Action
13.	<p>In order to accurately service the needs of the agency it is essential that the necessary documentation be included with EACH request. A Budget Impact Statement is required for all transactions that involve a change in funds or fund centers.</p> <p>If the request will result in a change in your organizational structure, you will need to provide an organizational chart showing the current structure and one with the new proposed structure.</p> <p>Above Minimum, Policy Exception, Salary Adjustment or Executive Hires require the submission of a current application or resume.</p> <p>Click the Add Attachment link.</p> 
14.	<p>Click the Browse... button to select the file to upload.</p> 
15.	<p>Select the document that needs to be attached to this request.</p> 
16.	<p>Click the Open button.</p> 
17.	<p>Click the Upload button.</p> 
18.	<p>Click the Job Opening Details tab to add posting information into the SHC Vacancy request.</p> 
19.	<p>Enter the desired information into the Posting Title field (i.e. working title). This will be the title that is displayed on the job bank posting and the automated offer letter. The Posting Title is required to submit the vacancy request.</p>
20.	<p>Click the Maximize button to enlarge the Job Description field.</p> <p>NOTE: Expanding your view is optional. You are welcome to enter information in the small view without expanding the page.</p> 
21.	<p>Enter the Job Description (i.e. Purpose of Position/Summary) for the posting.</p> <p>NOTE: Job descriptions should be an At-A-Glance view of the job. Please be as brief as possible.</p>
22.	<p>After you have entered the job description you can select the Minimize button to return to the Job Opening Details main page.</p> 

Step	Action
23.	<p>Click the Maximize button to enlarge the Responsibilities field.</p> <p>NOTE: This section is optional if it is an agency practice to list the essential duties in the posting.</p> 
24.	Enter the Responsibilities (i.e. Essential Duties) for the posting.
25.	<p>After you have entered the responsibilities you can select the Minimize button to return to the Job Opening Details main page.</p> 
26.	<p>Click the Maximize button to enlarge the Preferred Experience field.</p> 
27.	<p>Review the auto-populated information in the Preferred Experience section and edit if necessary.</p> <p>NOTE: A Preferred Experience statement will not auto-populate for any job code that does not have a standard statement stored in PeopleSoft (i.e. EXBB, formerly non-merit job codes, etc). If you know what the manager would like to list as the Preferred Experience statement, list it. If not, it can be listed when the job opening is created. Contact the Talent Acquisition division with questions.</p> <p>Click in the Preferred Experience text box and add any additional information.</p>
28.	<p>After you have reviewed and/or edited the information in this section, click the Minimize Screen button.</p> 
29.	<p>NOTE: Standard statements populate into the Benefits section (for full-time regular positions only) and the Equal Employment Opportunity section. To add additional information to either of these sections, repeat the steps listed above.</p>
30.	<p>Click the Add Recruiters link.</p> <p>Enter the name of the agency recruiter or use the lookup feature to search for this person. To add more than one Recruiter, repeat these steps.</p> <p>NOTE: The Recruiter field is required to submit the vacancy request.</p> 
31.	Enter the desired information into the field.
32.	Press [Tab] to populate information.

Step	Action
33.	<p>Click the Add Hiring Managers link.</p> <p>Enter the name of the hiring manager for this position or the individual that will be tasked with creating the job bank posting. If necessary, utilize the lookup feature to search for this person. The individual listed in this field must have Hiring Manager access within PeopleSoft Talent Manager. To add more than one Hiring Manager, repeat these steps.</p> <p>Add Hiring Managers</p>
34.	Enter the desired information into the field.
35.	Press [Tab] to populate information.
36.	<p>Click the Add Interested Parties link.</p> <p>Enter the name of Interested Party or utilize the lookup feature to search for this person. To add more than one Interested Party, repeat these steps.</p> <p>NOTE: This field is optional and is best utilized for individuals that are not required to create a job bank posting but will review applications via PeopleSoft or will be a part of the interview team. To review applications, individuals must have Hiring Manager access even if they are only listed as Interested Parties.</p> <p>Add Interested Parties</p>
37.	Enter the desired information into the field.
38.	Press [Tab] to populate information.
39.	<p>Click the Save and Submit button.</p> <p>NOTE: Once the vacancy request has been approved by the Strategic Hiring Committee, the Originator and individuals listed as Recruiter(s), Hiring Manager(s), and Interested Party(s) will receive appropriate workflow.</p> <p>Save and Submit</p>
40.	End of Procedure.

Create New Job Opening

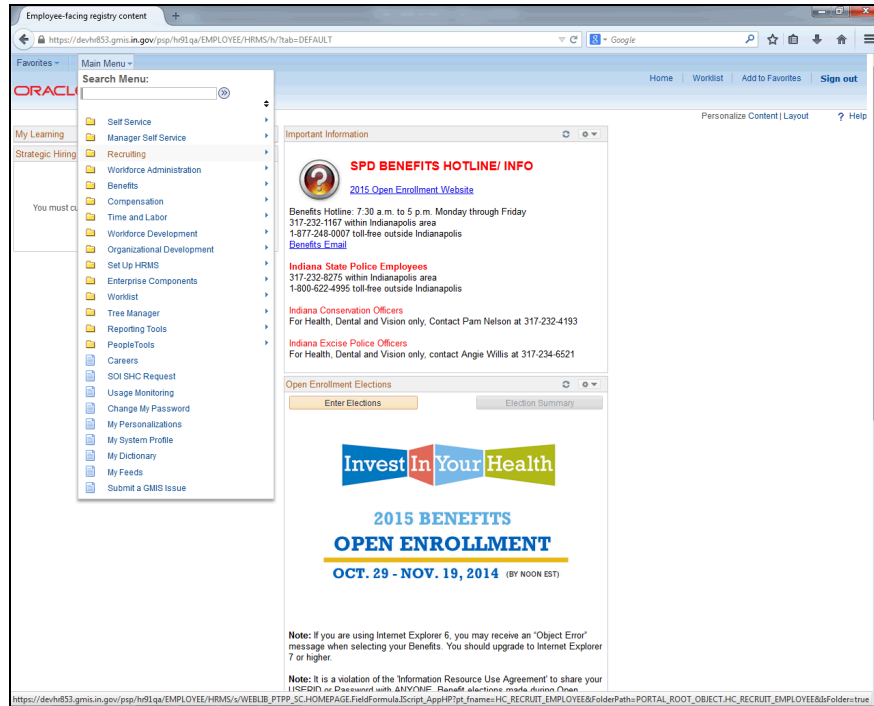
In this section you will learn how to create a job opening and set up the screening criteria for an approved vacancy with the goal of obtaining an appropriate candidate pool from which to select and hire. Job bank postings should be listed as an At-A-Glance view of the position.


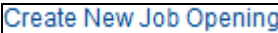
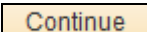
NOTE: The steps in this module assume your vacant position number (PCN) was submitted to the Strategic Hiring Committee as a Vacancy Request by your Human Resources team. If your vacancy was submitted as something other than as a Vacancy Request, you will need to build your posting from scratch. Contact your recruiter for a quick step guide.

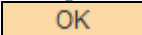


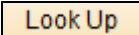

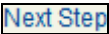
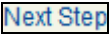
View Job Opening FAQ's:

(https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/CreateNewJobOpening.docx)

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Create New Job Opening link. 
3.	In the Business Unit Field, enter your agency Business Unit.
4.	Press [Tab] to populate the information.
5.	In the position field, enter the position number (PCN) for the vacancy. NOTE: The position number must be approved by the Strategic Hiring Committee (SHC).
6.	Press [Tab] .
7.	Click the Continue button. NOTE: Do not click 'Save as Draft' or 'Save and Submit' until after reviewing the information provided within the Posting Info. tab. 
8.	Review the information on this page (Job Info tab). If you are posting more than one position, click in the Target Openings field and enter the number of positions to be associated to the requisition. If you are only posting one position, make no changes to the Target Openings or Available Openings fields.

Step	Action
9.	Tab out of the field. You will receive a warning message if head count is different from position, click the OK button. 
10.	Scroll to the section titled positions and click the Add Positions link. 
11.	Click the Magnifying Glass icon. 
12.	In Position Number field enter the next position number that has been approved by the Strategic Hiring Committee.
13.	Click the Look Up button. 
14.	To add more position numbers follow these steps until all approved positions have been added. Make sure the number in the Target Openings matches the number of position numbers you have entered into the list. If this is a field position, it may not have an associated Recruiting Location . To add a Recruiting Location, click the Magnifying Glass icon to find an appropriate location. No changes are necessary if there is already a Recruiting Location listed. NOTE: Should you wish to add multiple recruiting locations (i.e. this position covers a territory of numerous counties, etc) change the Openings to Fill from Limited to Unlimited. Then under Recruiting Locations, click the Add Additional Locations link and add as many locations as necessary.
15.	OPTIONAL: At the bottom of the page, enter the name of the Employees Being Replaced exactly as it is in PeopleSoft. Click the Magnifying Glass icon to search by Employee ID if necessary.
16.	Press [Tab] to populate the information.
17.	Click the Next Step link. 
18.	Review the information on the Min Requirements page; however, make no changes. Click the Next Step link. 
19.	At this time we are not using the competencies page. Click the Next Step link. 
20.	Click the link with the vacancy's posting title found in the blue Job Postings section. This Posting Title was entered when the vacancy request was submitted to the Strategic Hiring Committee. Click the Human Resources Generalist 2 - Benefits link. NOTE: You <u>must</u> click the link before clicking 'Save as Draft' or 'Save and Submit'. Otherwise, the posting information added during the vacancy request process will not populate.

Step	Action
21.	<p>Review the information listed in the sections on this page: Posting Title, Equal Employment Opportunity, Benefits, Preferred Experience, Responsibilities (if listed), and Job Description. Edit as necessary; however, all full-time postings should include each of these sections with the exception of Responsibilities. If no Responsibilities are listed/ needed to be listed for this posting, you can remove this blank section by clicking the trash can icon in the top right corner of the Responsibilities section.</p> <p>NOTE: All sections will default with a view of Internal and External meaning any applicant can apply. Should you wish the posting to be viewed by only internal State employees, change all sections to Internal Only. External Only is not recommended. Internal applicants should always be given the opportunity to apply to all positions.</p> <p>NOTE: If nothing pre-populates on this page, this means that the position was submitted to the Strategic Hiring Committee as something other than as a Vacancy Request (i.e. reclassification, etc) or you've already clicked the 'Save as Draft' or 'Save and Submit' button. If your vacancy was submitted as something other than as a Vacancy Request, you will need to build your posting from scratch. Contact your recruiter for a quick step guide. If you had already clicked the 'Save as Draft' or 'Save and Submit' buttons, you will need to start over from step 1 of this Create New Job Opening process.</p>
22.	<p>If necessary you can add a section that isn't listed. Typical uses of other Posting Descriptions/Description Types:</p> <p>Additional Comments- Use this if there is something out of the ordinary about the job. For example, 'Successful candidate will be on call for 24 hours a day, three days a week.'</p> <p>Hire Salary- Use this if you have been authorized to hire above the minimum salary.</p> <p>Other Information- This field should only be an option for DNR and DOC per agency practice.</p> <p>To add a section that is not listed, click the Add Posting Descriptions link.</p> <p>Add Posting Descriptions</p>

Oracle HRMS - Create New Job Opening

Visible: Internal and External

Description Type: Benefits

Description: Benefits Statement

Visible: Internal and External

Description Type: Benefits

Description: Benefits Statement

Step	Action
23.	Click the Visible list and select the option that matches the other sections.
24.	Click the Description Type list and select the appropriate option. For this example, we will select Hire Salary and then add the additional information into the Description Field.

Oracle HRMS - Create New Job Opening

Visible: Internal and External

Description Type: Hire Salary

Description: Hire Salary: Salary may be commensurate with experience.

Visible: Internal and External

Description Type: Benefits

Description: Benefits Statement

Step	Action
25.	To add another section, repeat these steps. After you have reviewed and/or edited all necessary posting information, scroll down to the Posting Destination section.
26.	<p>Review the listed posting destinations and make any necessary changes. If no changes are made, your job opening will be posted to both internal and external candidates starting on the day the recruiter approves the posting and will expire after 14 calendar days. If you would like to change the amount of time your job is posted to the job bank, change the Posting Duration (Days) section to a more appropriate number. Contact your agency Recruiter with questions.</p> <p>NOTE: If you changed your Visible fields to Internal Only, you will need to delete the line for External by clicking the Trash Can icon.</p>

Create New Job Opening

https://devh853.gmis.in.gov/psp/hd01qa/EMPLOYEE/HRMS/c/HRS_HRPMAHRS_JO_LAUNCH.GBL?FolderPath=PORTAL_ROOT_OBJECT_HJC_1

Oracle HRMS

Home | Worklist | Add to Favorites | Sign out

Add Posting Descriptions

*Visible: Internal and External

*Description Type: Job Description

*Description: Job Description

Description:

Job Description:

The Indiana State Personnel Department is currently seeking a Benefits specialist within the Benefits Division of the State Personnel Department. A Benefits Specialist is responsible for administration of various statewide employee benefits programs such as health, dental, vision, and life insurance and flexible spending accounts. In addition, the candidate oversees administration of the disability and worker's compensation program.


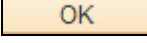
Add Posting Descriptions

Job Posting Destinations



Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internal	Internal	Approve DI	11/05/2014	11/19/2014	14
External	External	Approve DI	11/05/2014	11/19/2014	14

Add Posting Destinations

OK Cancel Preview

Step	Action
27.	Click the Preview button to review the posting as an applicant will view it. 
28.	Review the information on this page and then click the Return to Previous Page link Return to Previous Page
29.	Click the OK button. 
30.	Click the Next Step link. Next Step

Step	Action
31.	<p>If you serve as recruiter for your assigned agency, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager beginning with the Education/Experience page.</p> <p><i>For this posting example, the preferred experience statement is: Four (4) years work experience in human resources management including: compensation; benefits; employee relations; employment law; affirmative action; recruiting; or human resource development and/or retail management; plant management; field supervisory experience; or accredited college training in a related field.</i></p> <p>In the Work Experience & Education section, each level of education has been provided for you. Based on the preferred experience statement for this example, education can be substituted for related work experience. The education to work experience substitution equation is as follows:</p> <p>Associates degree = 2 years of work experience Bachelors degree = 4 years of work experience Masters degree or higher = 6 years of work experience*</p> <p>*Six years is the highest education substitution permitted even if the candidate possesses a degree higher than a Master's level degree.</p> <p>Using this equation, enter the appropriate amount of work experience next to each education level.</p>
32.	<p>In this example, if a candidate has listed an Associate's degree as his highest level of education, his related degree will substitute for two (2) years of related work experience. This candidate should still possess at least two (2) years of work experience to meet the preferred experience statement for our example. However, as a reminder if a candidate doesn't have the education and/or experience listed in the preferred experience statement but the hiring manager feels the candidate possesses the knowledge, skills and/or ability to perform the necessary functions of the position and can justify the hiring decision should that become necessary, the Talent Acquisition Division recommends that the hiring manager should be allowed to consider this candidate for hire.</p> <p>For additional examples of how this section could be set up based on differences in the preferred experience statements, contact the Talent Acquisition division.</p>
33.	<p>No other changes should be made to the Education/Experience tab. If specific educational degrees or professional licenses are required for the position, appropriate screening questions should be added on the Screening tab.</p>
34.	<p>Click the Next Step link.</p> <p>Next Step</p>

Step	Action
35.	<p>All Core SOI Screening Questions have been added and should not be deleted.</p> <p>In an effort to provide a more qualified and streamlined applicant pool, it is recommended that job specific screening questions be asked of each applicant. For best results, add a job category question set or individual job specific screening questions. For a full list of screening questions or to have questions and/or question sets added to the database, contact the SPD Talent Acquisition division.</p> <p>To add a question set, click the Load from Question Sets link.</p> <p>Load from Question Sets</p>
36.	<p>Select the Check Box to the left of any relevant question set you wish to add to your posting.</p> <p>For this example select the Human Resources checkbox.</p> <p><input type="checkbox"/></p>
37.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
38.	<p>To view the questions once added, click the View Answers link to the right of the line that was added and then click Return.</p> <p>Click the View Answers link.</p> <p>View Answers</p>
39.	<p>Click the Return button.</p> <p><input type="button" value="Return"/></p>
40.	<p>To delete any unnecessary questions, click the Trash Can icon next to the question.</p> <p></p>
41.	<p>If you've clicked the trash can icon to delete a question, you will then click the OK button to delete it.</p> <p><input type="button" value="OK"/></p>
42.	<p>To add individual job specific screening questions, click the Add Screening Questions link.</p> <p>Add Screening Questions</p>
43.	<p>Click the Look up Question graphic to search for appropriate questions.</p> <p></p>

Find Job Openings

Look Up Question ID

Question ID:

Question Code:

Description:

Long Description:

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

Question ID	Question Code	Status	Description	Long Description
1000	1 AGE	Active	Age Category	Are you 18 years old or older?
1001	2 SUPV	Active	Supervisory experience	Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary
1002	3 DISCHARG	Active	Discharged by any employer	Have you ever been discharged by any employer for reasons other than downsizing or layoff?
1005	5 WK EXP	Active	Years of relevant experience	Please select the appropriate level of work experience (include all work experience).
1006	6 US ELIG	Active	US Work Eligibility	Are you legally authorized to work in the United States?
1007	7 DRVR LIC	Active	Driver's License	Do you possess a valid driver's license?
1008	ADMIN 1	Active	Statistical reporting	Do you have professional work experience in the area of statistical reporting or research analysis?
1009	ADMIN 2	Active	Economics, finance, legis	Do you have professional work experience in the area of economics, finance, legislation or education/employment training programs?
1010	ADMIN 3	Active	Program Coordination	Do you have professional work experience in the area of program coordination, development or implementation?
1011	ADMIN 4	Active	Grant programs	Do you have professional work experience in the area of grant programs (including grant writing and grant planning)?
1012	ADMIN 5	Active	Admin S	Please select the level of work experience in Administrative, Procurement and/or Purchasing work which best describes your background.
1013	ANI HLTH 1	Active	Veterinarian License	Do you possess a valid Veterinarian license issued by the State of Indiana?
1014	ANI HLTH 2	Active	Accreditation by USDA-APHIS	Are you accredited by the USDA - APHIS (United States Department of Agriculture - Animal Plant Health Inspection Services)?
1015	ANI HLTH 3	Active	Animal health, animal science	Do you have professional work experience in the area of animal health, animal science, biology, chemistry, animal production, agriculture, veterinary tech
1016	ANI HLTH 4	Active	Meat and/or poultry slaughter	Do you have work experience in a retail or wholesale meat and/or poultry slaughtering and/or processing establishment as a slaughterer and/or process
1017	ANI HLTH 5	Active	Livestock industry	Do you have work experience in the livestock or related industry?
1018	ANI HLTH 6	Active	Dairy Sanitation	Do you have professional work experience in the area of dairy sanitation regulatory work or dairy industry (including bulk milk hauling, dairy farming, indu
1019	ANI HLTH 7	Active	Dairy Farming	Do you have work experience in dairy farming, including bulk milk hauling, dairy industry field work or milk sanitation, food, drug or dairy manufactu
1021	ARCHENG 1	Active	Architect licensure	Are you a licensed architect with the State of Indiana?
1022	ARCHENG 2	Active	Professional Engineer licensure	Are you licensed as a Professional Engineer with the State of Indiana?
1023	ARCHENG 3	Active	Hydraulic & Hydrologic Eng	Do you have professional work experience in the area of hydraulic and hydrologic engineering for bridges and other large or complex drainage structures
1024	ARCHENG 4	Active	Product Design & Product Eng	Do you have professional work experience in the area of product design, product engineering, product research, or testing involving the manufacture of m
1025	ARCHENG 5	Active	Environmental Engineering	Do you have professional work experience in the area of environmental engineering?
1026	ARCHENG 6	Active	Work Exp in Arch & Engineering	Please select the level of work experience in Architecture & Engineering work which best describes your background.
1027	BIOSCI 1	Active	Analytical Chemist	Do you have professional work experience as an analytical chemist?
1028	BIOSCI 2	Active	Weights & Measures or Metrology	Do you have professional and technical work experience in the area of weights and measures or metrology?
1029	BIOSCI 3	Active	Bio, sanitation, env hth	Do you have professional work experience in the area of biology, food or drug sanitation/protection, environmental health, nutrition or public health?
1030	BIOSCI 4	Active	Lab exp with micro org	Do you have professional laboratory experience in the study of microorganisms?
1031	BIOSCI 5	Active	WorkExp Biological/Scientific	Please select the level of work experience in Biological and Scientific work which best describes your background.
1032	CHEM 1	Active	Bachelor Degree	Do you possess a Bachelor degree in chemistry or closely related science field?
1033	CHEM 2	Active	WorkExp as analytical chemist	Do you have professional laboratory work experience as an analytical chemist?
1034	CHEM 3	Active	Advanced Knowledge	Do you have advanced knowledge and work experience in gas chromatography, mass spectrometry and atomic absorption instrumentation?
1035	CHEM 4	Active	Quality Control & Assurance	Do you have a thorough understanding of commonly used Quality Control and Quality Assurance practices and data validation protocol used by EPA?
1036	CHEM 5	Active	Communication	Do you have an ability to communicate analysis results verbally and in a written format?

Save Create New Previous Job Opening Next Job Opening Job Opening List

Step	Action
44.	Change the Long Description drop down to Contains and then enter the appropriate keywords into the blank field.
	<div>contains</div>

Pending Approvals

Look Up Question ID

Question ID:

Question Code:

Description:

Long Description:

Look Up Clear Cancel Basic Lookup

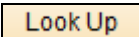

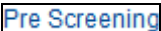

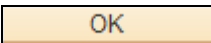

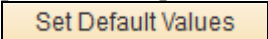

Search Results



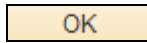

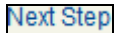
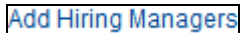
Only the first 300 results can be displayed.

View 100

Question ID	Question Code	Status	Description	Long Description
1000	1 AGE	Active	Age Category	Are you 18 years old or older?
1001	2 SUPV	Active	Supervisory experience	Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary
1002	3 DISCHARG	Active	Discharged by any employer	Have you ever been discharged by any employer for reasons other than downsizing or layoff?
1005	5 WK EXP	Active	Years of relevant experience	Please select the appropriate level of work experience (include all work experience).
1006	6 US ELIG	Active	US Work Eligibility	Are you legally authorized to work in the United States?
1007	7 DRVR LIC	Active	Driver's License	Do you possess a valid driver's license?
1008	ADMIN 1	Active	Statistical reporting	Do you have professional work experience in the area of statistical reporting or research analysis?
1009	ADMIN 2	Active	Economics, finance, legis	Do you have professional work experience in the area of economics, finance, legislation or education/employment training programs?
1010	ADMIN 3	Active	Program Coordination	Do you have professional work experience in the area of program coordination, development or implementation?
1011	ADMIN 4	Active	Grant programs	Do you have professional work experience in the area of grant programs (including grant writing and grant planning)?
1012	ADMIN 5	Active	Admin S	Please select the level of work experience in Administrative, Procurement and/or Purchasing work which best describes your background.
1013	ANI HLTH 1	Active	Veterinarian License	Do you possess a valid Veterinarian license issued by the State of Indiana?
1014	ANI HLTH 2	Active	Accreditation by USDA-APHIS	Are you accredited by the USDA - APHIS (United States Department of Agriculture - Animal Plant Health Inspection Services)?
1015	ANI HLTH 3	Active	Animal health, animal science	Do you have professional work experience in the area of animal health, animal science, biology, chemistry, animal production, agriculture, veterinary tech
1016	ANI HLTH 4	Active	Meat and/or poultry slaughter	Do you have work experience in a retail or wholesale meat and/or poultry slaughtering and/or processing establishment as a slaughterer and/or process
1017	ANI HLTH 5	Active	Livestock industry	Do you have work experience in the livestock or related industry?
1018	ANI HLTH 6	Active	Dairy Sanitation	Do you have professional work experience in the area of dairy sanitation regulatory work or dairy industry (including bulk milk hauling, dairy farming, indu
1019	ANI HLTH 7	Active	Dairy Farming	Do you have work experience in dairy farming, including bulk milk hauling, dairy industry field work or milk sanitation, food, drug or dairy manufactu
1021	ARCHENG 1	Active	Architect licensure	Are you a licensed architect with the State of Indiana?
1022	ARCHENG 2	Active	Professional Engineer licensure	Are you licensed as a Professional Engineer with the State of Indiana?
1023	ARCHENG 3	Active	Hydraulic & Hydrologic Eng	Do you have professional work experience in the area of hydraulic and hydrologic engineering for bridges and other large or complex drainage structures
1024	ARCHENG 4	Active	Product Design & Product Eng	Do you have professional work experience in the area of product design, product engineering, product research, or testing involving the manufacture of m
1025	ARCHENG 5	Active	Environmental Engineering	Do you have professional work experience in the area of environmental engineering?
1026	ARCHENG 6	Active	Work Exp in Arch & Engineering	Please select the level of work experience in Architecture & Engineering work which best describes your background.
1027	BIOSCI 1	Active	Analytical Chemist	Do you have professional work experience as an analytical chemist?
1028	BIOSCI 2	Active	Weights & Measures or Metrology	Do you have professional and technical work experience in the area of weights and measures or metrology?
1029	BIOSCI 3	Active	Bio, sanitation, env hth	Do you have professional work experience in the area of biology, food or drug sanitation/protection, environmental health, nutrition or public health?
1030	BIOSCI 4	Active	Lab exp with micro org	Do you have professional laboratory experience in the study of microorganisms?
1031	BIOSCI 5	Active	WorkExp Biological/Scientific	Please select the level of work experience in Biological and Scientific work which best describes your background.
1032	CHEM 1	Active	Bachelor Degree	Do you possess a Bachelor degree in chemistry or closely related science field?
1033	CHEM 2	Active	WorkExp as analytical chemist	Do you have professional laboratory work experience as an analytical chemist?
1034	CHEM 3	Active	Advanced Knowledge	Do you have advanced knowledge and work experience in gas chromatography, mass spectrometry and atomic absorption instrumentation?
1035	CHEM 4	Active	Quality Control & Assurance	Do you have a thorough understanding of commonly used Quality Control and Quality Assurance practices and data validation protocol used by EPA?
1036	CHEM 5	Active	Communication	Do you have an ability to communicate analysis results verbally and in a written format?

Job Code: 002(A2 Human Resources Generalist 2)

Step	Action
45.	Click the Look Up button. 
46.	Review the options presented and then click the appropriate Question link to add to posting. NOTE: To add more individual screening questions, repeat these steps. 
47.	If you act as Recruiter for your assigned agency, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager. It is required that you set up Pre Screening criteria; however Preliminary Screening is optional. WARNING: If Pre Screening criteria are not set up, applicants will be unable to successfully apply to the posting. All applicants will be asked a set of Pre Screening questions prior to accessing the complete State of Indiana application verifying each applicant is 18 years of age or older and legally authorized to work in the United States. If an applicant answers incorrectly to either question, that applicant will not be permitted to apply for that position.
48.	Click the Pre Screening link. 
49.	Click the Set Default Values button. The checkmarks will populate in all of the 'Use in Screening' and 'Required' fields for both screening questions. 
50.	Click the OK button. This will save your Pre Screening criteria. 
51.	As a reminder, it is recommended that job specific screening questions be asked of each applicant and that the Preliminary Screening criteria be set up to better streamline your applicant pool. By properly setting up the Preliminary Screening, unqualified candidates can be eliminated from the applicant pool for review and those that are the most qualified be assigned the highest point value. In the Applicant Screening section, click the Preliminary link. 
52.	Click the Set Default Values button. NOTE: Do not remove any of the default values. All items should be marked 'used in screening' and the questions already marked as 'Required' should remain pass/fail (i.e. preferred experience). 
53.	Check the Required box for the lowest level of education. 

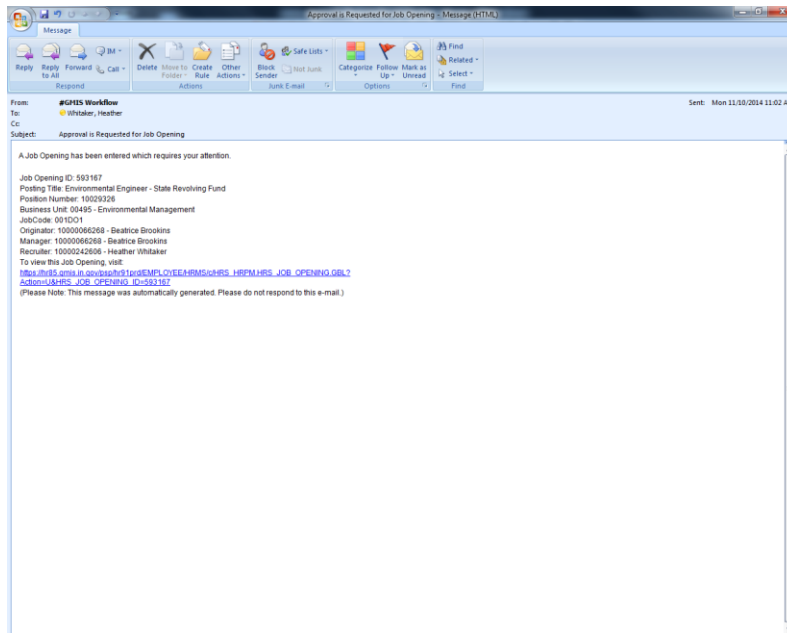
Step	Action
54.	<p>If screening questions were added that should be pass/fail (i.e. applicants that answer incorrectly will fail screening), check the 'Required' box for each of these questions.</p> <p>NOTE: Only questions with yes/no answer formats can be marked as Required. It is not possible to fail applicants based on questions regarding proficiency or years of experience or those that are open ended.</p> 
55.	<p>If necessary, adjust the defaulted point values for any question. Those that answer the questions you find most important correctly or with the best/highest option (i.e. Expert proficiency or 10+ years of experience) will receive the highest screening point value.</p> <p>NOTE: A candidate's point value cannot exceed 1000 points or screening will not run properly. Pay close attention to the amount of screening questions added and the points you are assigning to each.</p> <p>To adjust the point values for any question, click the Edit Details link.</p> 
56.	<p>Adjust the point value appropriately.</p> <p>Enter the desired information into the field.</p>
57.	<p>Click the OK button.</p> 
58.	<p>Click the OK button .This will save your Preliminary screening criteria.</p> <p>NOTE: At this time, we do not use Final Screening so the setup of this is unnecessary.</p> 
59.	<p>Click the Next Step link.</p> 
60.	<p>Review the individuals listed on the Hiring Team page and make any necessary changes.</p> <p>Note: To add another Hiring Manager or Interested Party, click the Add Hiring Manager (or Interested Parties) link and enter the appropriate name in the field or use the Magnifying Glass icon to search. Individuals listed in the Hiring Manager field must have appropriate access in PeopleSoft. Individuals listed as Interested Party must have Hiring Manager access to be permitted to review posting or application information.</p> 

Step	Action
61.	<p>Click the Save & Submit button. Make note of the Job Opening ID at the top of the page.</p> <p>NOTE: Once you click Save & Submit, the individual listed as Recruiter will receive workflow to review the posting and approve. Individuals listed as Hiring Manager(s) and Interested Party(s) will receive workflow once the posting has been approved and is posted to the job bank.</p> <p>Save & Submit</p>
62.	End of Procedure.

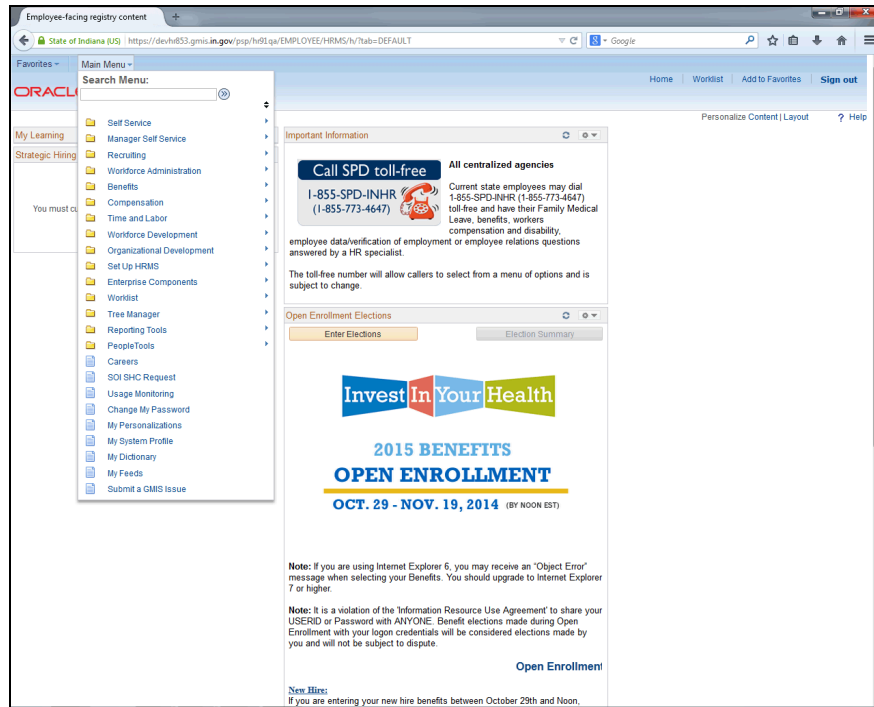
Recruiter: Review Posting

Recruiters are required to carefully review each posting to ensure they contain appropriate information prior to appearing on the job bank. In this section, you will learn what to review, what is required in each posting, and how to approve or deny the posting.

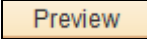
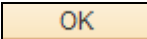
The individual listed as ‘Recruiter’ on the Hiring Team page of the posting will be notified via automated workflow when a posting has been submitted for review. To open the posting using the direct link in the workflow message, you must be logged in to PeopleSoft HR first. An example of this workflow is below.



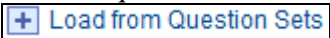

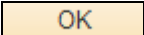

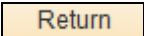

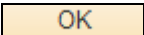


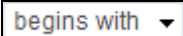
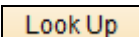

Procedure



Step	Action
1.	From Main Menu, click the Recruiting link. Recruiting
2.	Click the Pending Approvals link. NOTE: Another way to open the posting for review is to utilize the direct link in the automated workflow message sent to the individual listed as 'Recruiter' on the Hiring Team page of the posting. To use this link, you must be the recruiter and must first be logged in to PeopleSoft HR. Pending Approvals
3.	Click the job title you wish to review. Job Approval: Human Resources Generalist 2 - Benefits
4.	If there is more than one Target Opening listed, ensure that there is an equal amount of position numbers listed in the Positions section. For example, if there are two Target Openings listed, there should be two position numbers listed in the Positions section at the bottom of this page. If there is only one position number listed in the Position section, contact the hiring manager or human resources for this information and then add it before approving the posting.
5.	Click the Posting Info. link. Posting Info.

Step	Action
6.	Click the posting title. For this example, click the Human Resources Generalist 2 - Benefits link. Human Resources Generalist 2 - Benefits
7.	Each posting for a full-time, regular position must include: -Equal Employment Opportunity statement -Benefits statement -Preferred Experience statement -Job Description Ensure the job description, preferred experience and responsibilities sections aren't too detailed. A job bank posting is meant to be an advertisement for the position. While it should be an accurate representation, it should also be as concise as possible. NOTE: The benefits statement is not required in a part-time or intermittent posting. Part-time positions offer reduced benefits; however, we do not have a pre-populated statement for this. You are welcome to manually add a statement referencing this.
8.	Ensure that the 'Visible' fields for all Posting Descriptions match.
9.	The Preferred Experience statement should be a close match to the standard preferred experience statement for that classification. Preferred experience statements can be edited based on hiring managers preference; however, please keep in mind that we still need to ensure consistent and fair hiring for all positions. Adding knowledge, skills and abilities to the Preferred Experience section is acceptable and recommended.
10.	Ensure there are no misspellings or grammatical errors. To check for spelling errors, click the spell-check icon.
11.	Ensure that the Posting Destinations are appropriate for the position. Positions that are more difficult to fill should be on the job bank for at least 14 days. For positions that aren't as difficult to fill, such as Clerical or Administrative Assistants, it is recommended that you change the Posting Duration (Days) to 3 or 5 days.
12.	Click the Preview button for a final review of posting information appearance. 
13.	Click the Return to Previous Page link. Return to Previous Page
14.	Click the OK button to get back to the main page. 
15.	Click the Education/Experience tab. Education/Experience

Step	Action
16.	<p>As the agency/facility recruiter, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager beginning with the Education/Experience page.</p> <p><i>For this posting example, the preferred experience statement is: Four (4) years work experience in human resources management including: compensation; benefits; employee relations; employment law; affirmative action; recruiting; or human resource development and/or retail management; plant management; field supervisory experience; or accredited college training in a related field.</i></p> <p>In the Work Experience & Education section, each level of education has been provided for you. Based on the preferred experience statement for this example, education can be substituted for related work experience. The education to work experience substitution equation is as follows:</p> <p>Associates degree = 2 years of work experience Bachelors degree = 4 years of work experience Masters degree or higher = 6 years of work experience*</p> <p>*Six years is the highest education substitution permitted even if the candidate possesses a degree higher than a Master's level degree.</p> <p>Using this equation, enter the appropriate amount of work experience next to each education level.</p>
17.	<p>In this example, if a candidate has listed an Associate's degree as his highest level of education, his related degree will substitute for two (2) years of related work experience. This candidate should still possess at least two (2) years of work experience to meet the preferred experience statement for our example. However, as a reminder if a candidate doesn't have the education and/or experience listed in the preferred experience statement but the hiring manager feels the candidate possesses the knowledge, skills and/or ability to perform the necessary functions of the position and can justify the hiring decision should that become necessary, the Talent Acquisition Division recommends that the hiring manager should be allowed to consider this candidate for hire.</p> <p>For additional examples of how this section could be set up based on differences in the preferred experience statements, contact the Talent Acquisition division.</p>
18.	<p>No other changes should be made to the Education/Experience tab. If specific educational degrees or professional licenses are required for the position, appropriate screening questions should be added on the Screening tab.</p>
19.	<p>Click the Screening tab.</p> <p>Screening</p>

Step	Action
20.	<p>All Core SOI Screening Questions have been added and should not be deleted.</p> <p>In an effort to better streamline the applicant pool, it is recommended that job specific screening questions be asked of each applicant. For best results, add a job category question set or individual job specific screening questions. For a full list of screening questions or to have questions and/or question sets added to the database, contact the SPD Talent Acquisition division.</p> <p>To add a question set, click the Load from Question Sets link.</p> <p></p>
21.	<p>Select the Check Box to the left of any relevant question set you wish to add to your posting.</p> <p>For this example select the Human Resources checkbox.</p> <p></p>
22.	<p>Click the OK button.</p> <p></p>
23.	<p>To view the questions once added, click the View Answers link to the right of the line that was added and then click Return.</p> <p>Click the View Answers link.</p> <p></p>
24.	<p>Click the Return button.</p> <p></p>
25.	<p>To delete any unnecessary questions, click the Trash Can icon next to the question.</p> <p></p>
26.	<p>Click the OK button.</p> <p></p>
27.	<p>To add individual job specific screening questions, click the Add Screening Questions link.</p> <p></p>
28.	<p>Click the Look up Question graphic to search for appropriate questions.</p> <p></p>
29.	<p>Change the Long Description drop down to Contains and then enter the appropriate keywords into the blank field.</p> <p></p>
30.	<p>Click the Look Up button.</p> <p></p>
31.	<p>Review the options presented and then click the appropriate Question link to add to posting.</p> <p>NOTE: To add more individual screening questions, repeat these steps.</p> <p></p>

Pending Approvals

State of Indiana https://devh853.gmis.in.gov/psg/hd51gw/EMPLOYEE/HRMS/c/HRIS_HRUE_HRS_RECRUIT_CONSOL.GBL?folderPath=PI

Oracle

Business Unit: 000/r/ State Personnel Department

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Job Info | Min. Requirements | Competencies | Posting Info | Education/Experience | Screening | Hiring Team | Approvals

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: 002NA2 Primary Job Code

Select the Add Screening Questions hyperlink to add one question at a time to the Job Opening. Select the Load from Question Sets hyperlink to add a question set containing one or more questions to the Job Opening. Alternatively select a new question from the prompt or change an existing question by selecting a different question from the prompt. To delete a question, select the delete icon against the question you wish to delete.

Screening Questions

Question	Question Order	Action
State Short/Long Term Unavail		View Answers
Any Short/Long Term Disab		View Answers
Workers Compensation		View Answers
State FMLA		View Answers
HRM choice as profession		Enter Evaluators
Emp in HR Dept		View Answers
Workers Comp proficiency		View Answers
Benefits Administration		View Answers
Talent Acquisition		View Answers
How stay current in HR?		Enter Evaluators
Describe Emp Rel situation		Enter Evaluators
Progressive Discipline		Enter Evaluators
Perf Mgmt Process		Enter Evaluators
Uniformed Svcs Empl & Reemp		View Answers

Add Screening Questions Load from Question Sets

Select the Add Screening Options hyperlink to add screening levels to this Job Opening. Select the hyperlink for a particular screening level to further refine that level's screening requirements.

Applicant Screening

Job Code: 002NA2 Human Resources Generalist 2

Step	Action
32.	<p>As the agency/facility recruiter, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager. It is required that you set up Pre Screening criteria; however Preliminary Screening is optional.</p> <p>WARNING: If Pre Screening criteria are not set up, applicants will be unable to successfully apply to the posting.</p> <p>All applicants will be asked a set of Pre Screening questions prior to accessing the complete State of Indiana application verifying each applicant is 18 years of age or older and legally authorized to work in the United States. If an applicant answers incorrectly to either question, that applicant will not be permitted to apply for that position.</p> <p>Scroll to the Applicant Screening section below.</p>

Pending Approvals

State of Indiana [US] | https://devh853.gmis.in.gov/pap/hv5tqa/EMPLOYEE/HRMS/c/HR5_HRUE_HRS_RECRUIT_CONSOL.GBL?folderPath=PI

Oracle

Home | Worklist | Add to Favorites | Sign out

HRM choice as profession Enter Evaluators

Emp in HR Dept View Answers

Workers Comp proficiency View Answers

Benefits Administration View Answers

Talent Acquisition View Answers

How stay current in HR? Enter Evaluators

Describe Emp Rel situation Enter Evaluators

Progressive Discipline Enter Evaluators

Perf Mgmt Process Enter Evaluators

Uniformed Svcs Empl & Reemp View Answers

[Add Screening Questions](#) [Load from Question Sets](#)

Select the Add Screening Options hyperlink to add screening levels to this Job Opening. Select the hyperlink for a particular screening level to further refine that level's screening requirements.

Applicant Screening

Job Code: 002NA2 Human Resources Generalist 2

Max Total Points: 100 ☒ Must Pass Previous Levels

Applicant Screening

Sequence	Screening Levels	
1	Pre Screening	<input type="button" value="X"/>
2	Preliminary	<input type="button" value="X"/>
3	Final	<input type="button" value="X"/>

[Add Screening Options](#)

[Copy Qualifications from Primary Job Code](#)

Job Info: Screening Min. Requirements Competencies Posting Info. Education/Experience Approvals

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

[Save](#) [Create New](#) Previous Job Opening | Next Job Opening | Job Opening List

Step	Action
33.	Click the Pre Screening link. Pre Screening
34.	Click the Set Default Values button. The checkmarks will populate in all of the 'Use in Screening' and 'Required' fields for both screening questions. Set Default Values

Pending Approvals

State of Indiana [US] | https://devh853.gmis.in.gov/pap/hv5tqa/EMPLOYEE/HRMS/c/HR5_HRUE_HRS_RECRUIT_CONSOL.GBL?folderPath=PI

Oracle

Home | Worklist | Add to Favorites | Sign out

Help | Personalize Page

Job Opening

Job Opening Screening Criteria

Print Job Opening

Posting Title: Human Resources Generalist 2 - Benefits Job Opening ID: 592455

Job Opening Status: 006 Pending Approval Job Type: Standard

Job Title: Human Resources Generalist 2 Job Code: 002NA2

Position Number: 10002789 Human Resources Generalist 2

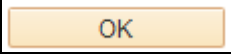
Business Unit: 00079 State Personnel Department

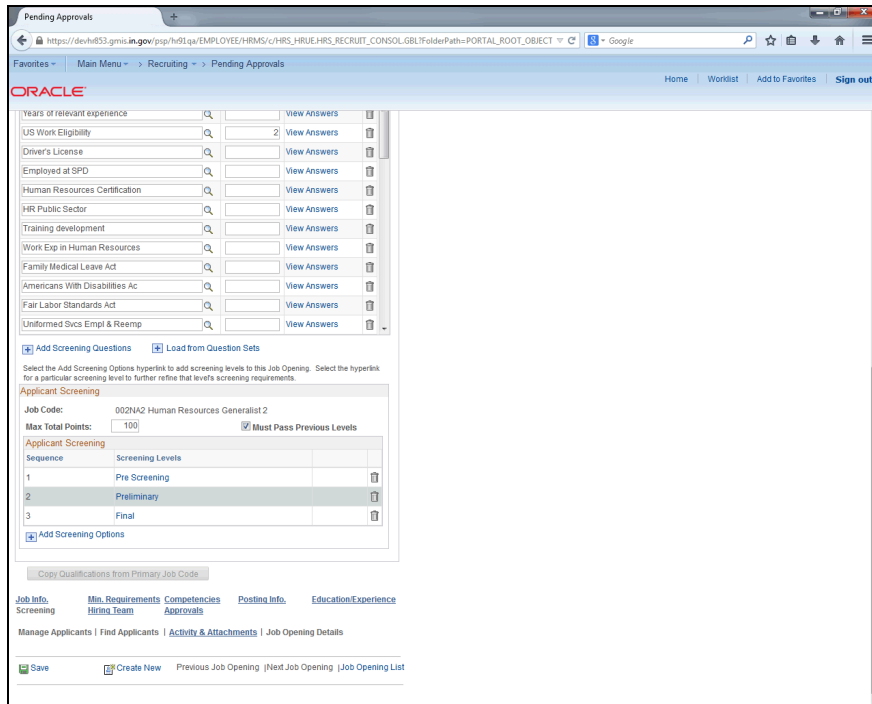
[Set Default Values](#)


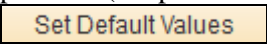

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Age Category		Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5
Screening Question	Question: US Work Eligibility		Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1


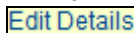
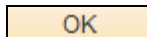
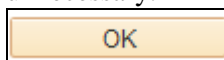
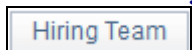

Total Screening Points: 648

[OK](#)

Step	Action
35.	Click Ok . This will save your Pre Screening criteria. 



Step	Action
36.	As a reminder, it is recommended that job specific screening questions be asked of each applicant and that the Preliminary Screening criteria be set up to better streamline your applicant pool. By properly setting up the Preliminary Screening, unqualified candidates can be eliminated from the applicant pool for review and those that are the most qualified be assigned the highest point value. In the Applicant Screening section, click the Preliminary link. 
37.	Click the Set Default Values button. NOTE: Do not remove any of the default values. All items should be marked 'used in screening' and the questions already marked as 'Required' should remain pass/fail (i.e. preferred experience). 
38.	Check the Required box for the lowest level of education. 

Step	Action
39.	<p>If screening questions were added that should be pass/fail (i.e. applicants that answer incorrectly will fail screening), check the 'Required' box for each of these questions.</p> <p>NOTE: Only questions with yes/no answer formats can be marked as Required. It is not possible to fail applicants based on questions regarding proficiency or years of experience or those that are open ended.</p> 
40.	<p>If necessary, adjust the defaulted point values for any question. Those that answer the questions you find most important correctly or with the best/highest option (i.e. Expert proficiency or 10+ years of experience) will receive the highest screening point value.</p> <p>NOTE: A candidate's point value cannot exceed 1000 points or screening will not run properly. Pay close attention to the amount of screening questions added and the points you are assigning to each.</p> <p>To adjust the point values for any question, click the Edit Details link.</p> 
41.	Adjust the point value appropriately.
42.	Enter the desired information into the field. Enter " 25 ".
43.	<p>Click the OK button.</p> 
44.	<p>Click the OK button .This will save your Preliminary screening criteria.</p> <p>NOTE: At this time, we do not use Final Screening so the setup of this is unnecessary.</p> 
45.	<p>Click the Hiring Team tab.</p> 
46.	<p>Ensure there are appropriate individuals listed in the Recruiter field and Hiring Manager field. Make any necessary changes as appropriate and then click the Approvals tab.</p> 
47.	Once you've reviewed all posting information, click the Approve button or the Deny button as appropriate. Workflow will be sent to the hiring manager either way.
48.	End of Procedure.

View Applicant Information

In this section you will learn the various methods with which to view applicant information. The most efficient way to view applicant information is via automated workflow containing PDF applications that will be emailed to the hiring team by the agency Recruiter within five (5) business days from the posting expiration date. Additionally, users can process application reports

based on Applicant ID or Job ID. Applicant information can also be viewed from the Manage Applicants page of the posting as well as within a candidate's Applicant Data tab. This module details instruction for all available methods.

Screen/Route Applicants

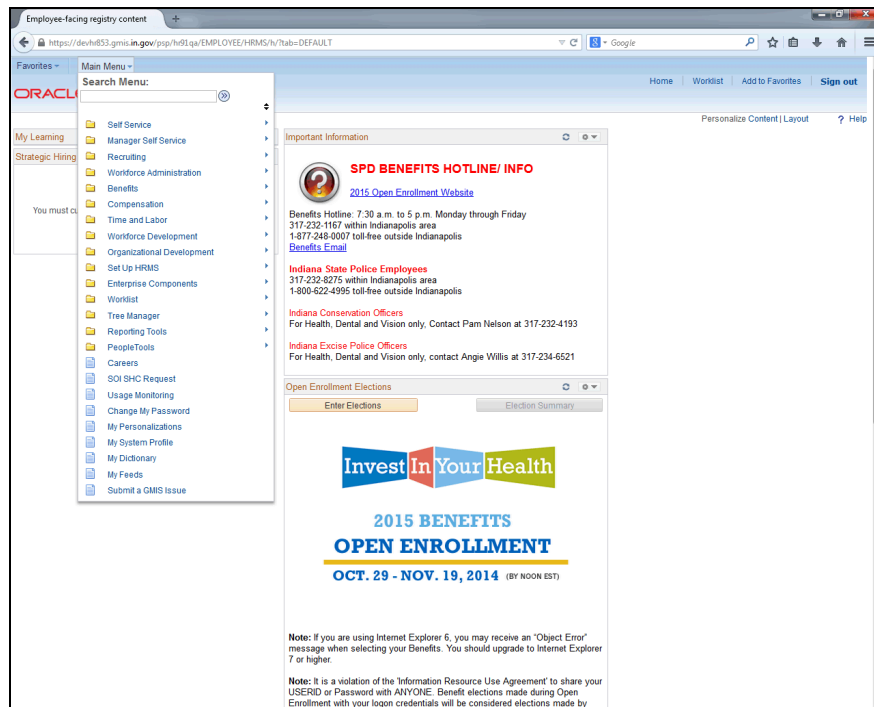
The automated screening process runs nightly for each posting that has just expired from the job bank. The individual listed as Recruiter on the posting will receive automated workflow once a posting has expired indicating that the nightly Auto-Screening Application Engine Process has completed successfully. This section discusses the auto screening and routing process as well as the resulting workflow.

NOTE: For the auto-screening process to run, the screening criteria must have been set up prior to the expiration date.

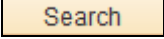


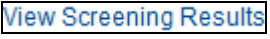



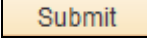
View Screening FAQ's:

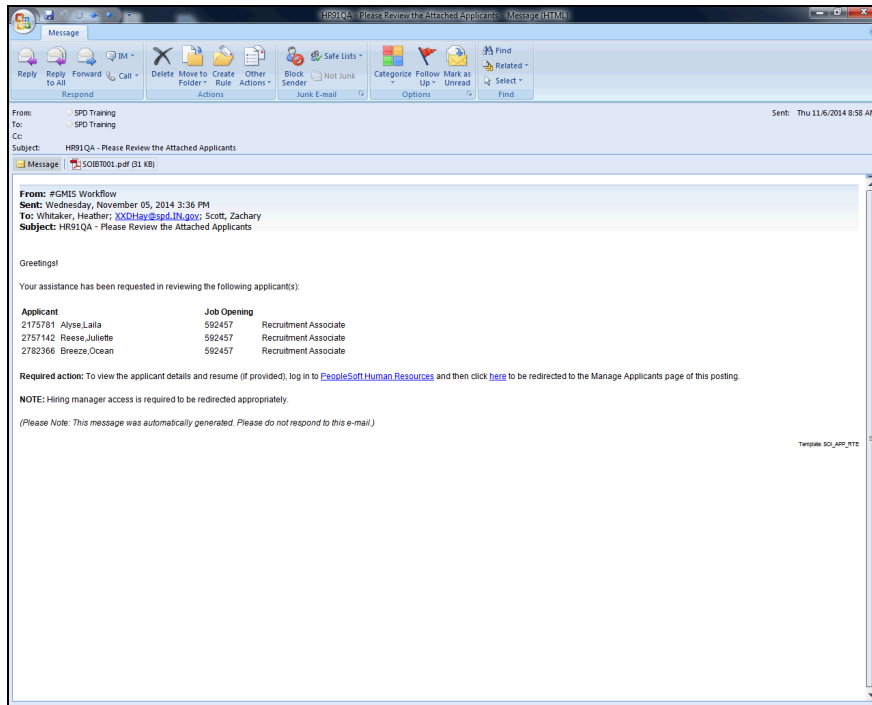
(https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/Screening.docx)

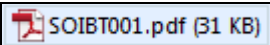
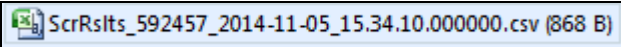
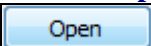
Procedure



Step	Action
1.	From Main Menu, click the Recruiting link. Recruiting
2.	Click the Find Job Openings link. Find Job Openings

Step	Action
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link. 
6.	Click the Screen Applicants link. 
7.	Click the View Screening Results link. 
8.	In an effort to provide hiring managers with the most qualified and streamlined applicant pool for review, it is recommended to route the top 25 applicants based on screening points. The points are derived from the screening criterion that was set by the recruiter and how the applicants answered each screening question. If necessary, sort the applicant list by points by clicking the Points Column Header which will put all applicants in order from highest point value to lowest point value. Click the Points Column Header to sort. 
9.	Then select the top 25 applicants, if applicable, that passed screening by placing a check in the box to the left of each name. Click the Checkbox option next to the applicant's name. 
10.	Click the Route Applicant link. 
11.	Insert the name of the hiring manager into the 'Route To' field. NOTE: You can route to multiple hiring managers by clicking the 'plus' sign and then inserting the additional name.
12.	Click the Submit button. This will generate two (2) sets of automated workflow messages via email to the hiring team. 



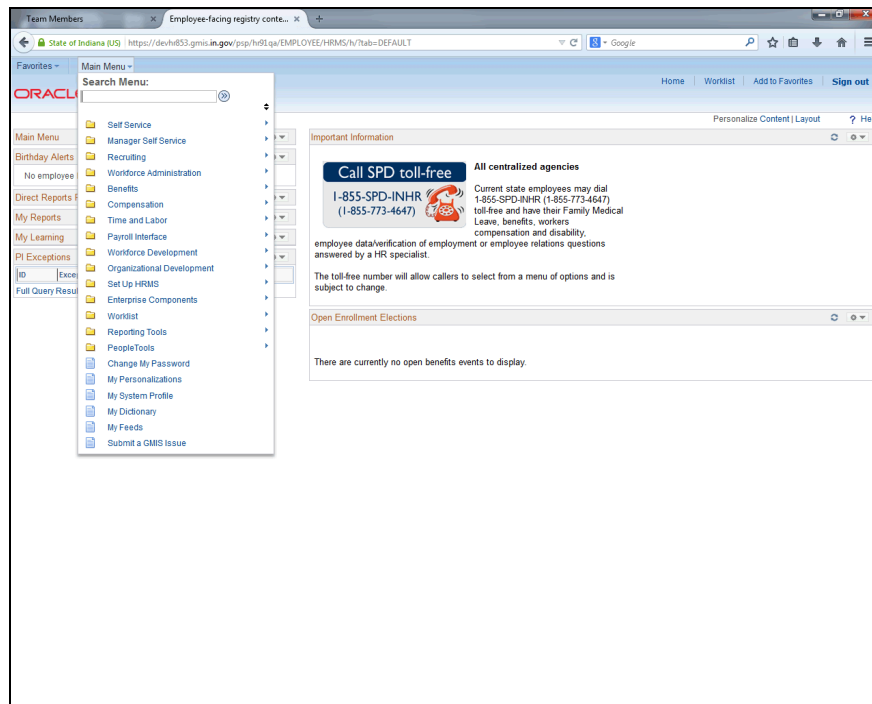
Step	Action
13.	<p>This is an example of one of the automated workflow messages which contains the list of routed applicants and a PDF attachment. The attachment contains the employment applications of each candidate routed by the Recruiter. Open the attachment to review the applications.</p> <p>Double-click the PDF Document attachment in the email.</p> 
14.	<p>This is an example of the other automated workflow message which contains a spreadsheet listing all candidates that successfully submitted their application, whether they passed or failed screening, and their associated screening points. This email also details instructions regarding reviewing applications based on preferred experience and veterans' preference.</p> <p>Double-click the Excel File attachment in the email.</p> 
15.	<p>Click the Open button.</p> 

Step	Action
16.	<p>For your convenience, this spreadsheet contains the names of the applicants that passed screening, their associated screening points based on how they answered the screening questions, whether they are an internal state employee or an external applicant as well as their email address. You are welcome to sort and format this list if necessary.</p> <p>NOTE: An 'X' in the Review field means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court. You can view the information they listed in the conviction section via their application or from the Manage Applicants page of the posting.</p>
17.	End of Procedure.




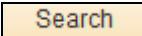

Application Report by Job ID

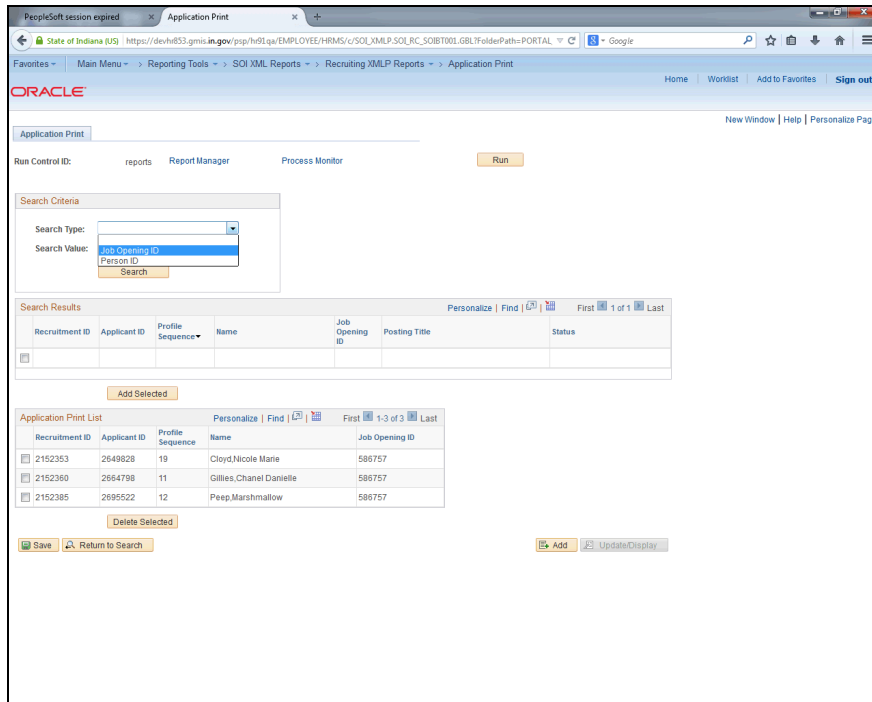
This section is used by Hiring Managers and HR staff to run a report resulting with a PDF of application(s) using a specific job opening ID. This feature is primarily used when you are interested in looking at all applicants or a select group of applicants who have applied to your posting (i.e. all applicants in the "route" status).


Procedure



Step	Action
1.	<p>From the Main Menu, click the Reporting Tools link.</p> <p>Reporting Tools</p>

Step	Action
2.	Click in the SOI XML Reports field. 
3.	Click in the Recruiting XMLP Reports field. 
4.	Click the Application Print menu. 
5.	Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab, enter any word and then click Add .
6.	Click the Search button. 
7.	In the Search Criteria section, choose Job Opening ID in the Search Type drop down box. Click the Search Type list. 



Step	Action
8.	Click the Job Opening ID value. 

PeopleSoft session expired Application Print

State of Indiana [IS] https://devh853.gmis.in.gov/ppp/hv01gw/EMPLOYEE/HRMS/c/SOL_XMLP.SOL_RC_SOB1001.GBL?FolderPath=PORTAL

Oracle

Application Print

Run Control ID: reports Report Manager Process Monitor Run

Search Criteria

Search Type: Job Opening ID

Search Value: Search

Search Results

Recruitment ID	Applicant ID	Profile Sequence	Name	Job Opening ID	Posting Title	Status
2152353	2649828	19	Cloyd, Nicole Marie	586757		
2152360	2664798	11	Gillies, Chanel Danielle	586757		
2152385	2695522	12	Peep, Marshmallow	586757		

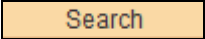

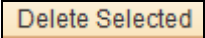


Add Selected

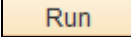
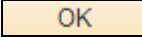

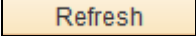


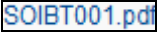
Application Print List

Recruitment ID	Applicant ID	Profile Sequence	Name	Job Opening ID
2152353	2649828	19	Cloyd, Nicole Marie	586757
2152360	2664798	11	Gillies, Chanel Danielle	586757
2152385	2695522	12	Peep, Marshmallow	586757

Delete Selected

Save Return to Search Add Update/Display

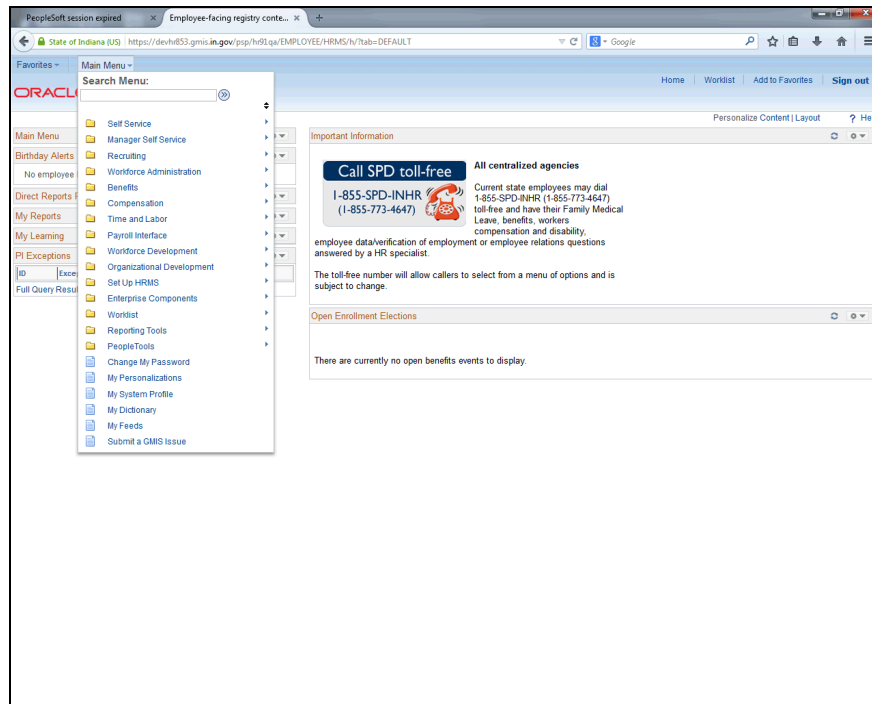
Step	Action
9.	Enter the Job Opening ID in the Search Value box.
10.	Click the Search button. 
11.	<p>The applicants that are associated with this particular job opening ID appear in the Search Results field.</p> <p>In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as candidates selected for previous reports will remain in the list until deleted.</p> <p>Click the Checkbox option next to the name(s) of the candidate you wish to remove. </p>
12.	Click the Delete Selected button. 
13.	In the Search Results section, click the Checkbox next to the names of the applicants you wish to review in your report. 
14.	Click the Add Selected button. 

Step	Action
15.	<p>The applicant names that have been selected will now appear in the 'Application Print List'.</p> <p>Click the Run button.</p> 
16.	<p>Ensure the *Type field shows 'Web' and *Format field shows 'PDF'.</p> <p>Click the OK button.</p> 
17.	<p>Click the Process Monitor link.</p> 
18.	<p>Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column.</p> 
19.	<p>When the status shows 'Success' and 'Posted' click the Details link.</p> 
20.	<p>Click the View Log/Trace link.</p> 
21.	<p>Select the File List Name ending in ".pdf" to review the application in the report.</p> 
22.	<p>A new window will open with the PDF report containing the selected candidate applications.</p>
23.	<p>Answers to open ended questions will also appear on the applications.</p>
24.	<p>End of Procedure.</p>

Application Report by Applicant ID

This section is used by Hiring Managers and HR staff to run a report resulting with a PDF of application(s) using a specific candidate's applicant ID. This feature is primarily used when you are interested in looking only at one application at a time or the most recent version of the candidate's application.

Procedure



Step	Action
1.	From the Main Menu, click the Reporting Tools link. Reporting Tools
2.	Click in the SOI XML Reports field. SOI XML Reports
3.	Click in the Recruiting XMLP Reports field. Recruiting XMLP Reports
4.	Click the Application Print menu. Application Print
5.	Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab, enter any word and then click Add .
6.	Click the Search button. Search

Step	Action
7.	<p>In the Search Criteria section, choose Person ID in the Search Type drop down box.</p> <p>Click the Search Type list.</p> <div style="border: 1px solid black; width: 250px; height: 20px; margin-left: 20px; position: relative;"> ▼ </div>

Oracle PeopleSoft Application Print interface. The 'Search Criteria' section shows 'Search Type' set to 'Person ID' and 'Search Value' set to 'Job Opening ID'. The 'Search Results' table is empty. The 'Application Print List' table shows three rows of data.

Recruitment ID	Applicant ID	Profile Sequence	Name	Job Opening ID
2152349	16456	134	Whitaker, Heather Lee	586757
2152363	15747	46	Haggard, Jeremy Scott	586757
2152384	2175781	57	Alyse, Laila	586757

Step	Action
8.	<p>Click the Person ID value.</p> <div style="border: 1px solid black; width: 250px; height: 20px; margin-left: 20px; position: relative;"> ▼ </div>

Oracle Application Print interface showing search criteria and results.

Search Criteria

Search Type: Person ID
 Search Value:
 Search

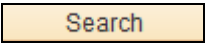




Search Results

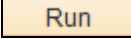
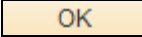

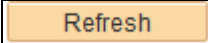

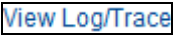
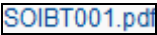
Recruitment ID	Applicant ID	Profile Sequence	Name	Job Opening ID	Status
2152349	16456	134	Whitaker, Heather Lee	586757	
2152363	15747	46	Haggard, Jeremy Scott	586757	
2152384	2175781	57	Alyse, Laila	586757	

Application Print List

Recruitment ID	Applicant ID	Profile Sequence	Name	Job Opening ID
<input type="checkbox"/> 2152349	16456	134	Whitaker, Heather Lee	586757
<input type="checkbox"/> 2152363	15747	46	Haggard, Jeremy Scott	586757
<input type="checkbox"/> 2152384	2175781	57	Alyse, Laila	586757

Buttons: Add Selected, Delete Selected, Save, Return to Search, Add, Update/Display

Step	Action
9.	Enter the Person ID in the Search Value box.
10.	Click the Search button. 
11.	<p>The applications that are associated with this particular applicant ID appear in the Search Results field.</p> <p>In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as applications selected for previous reports will remain in the list until deleted.</p> <p>Click the Checkbox option next to the name(s) of the candidate you wish to remove. </p>
12.	Click the Delete Selected button. 
13.	<p>In the Search Results section, click the Checkbox for the profile sequence you want to run.</p> <p>NOTE: The highest profile sequence is the most recent application submitted. To sort the results, click the Profile Sequence column header. </p>
14.	Click the Add Selected button. 

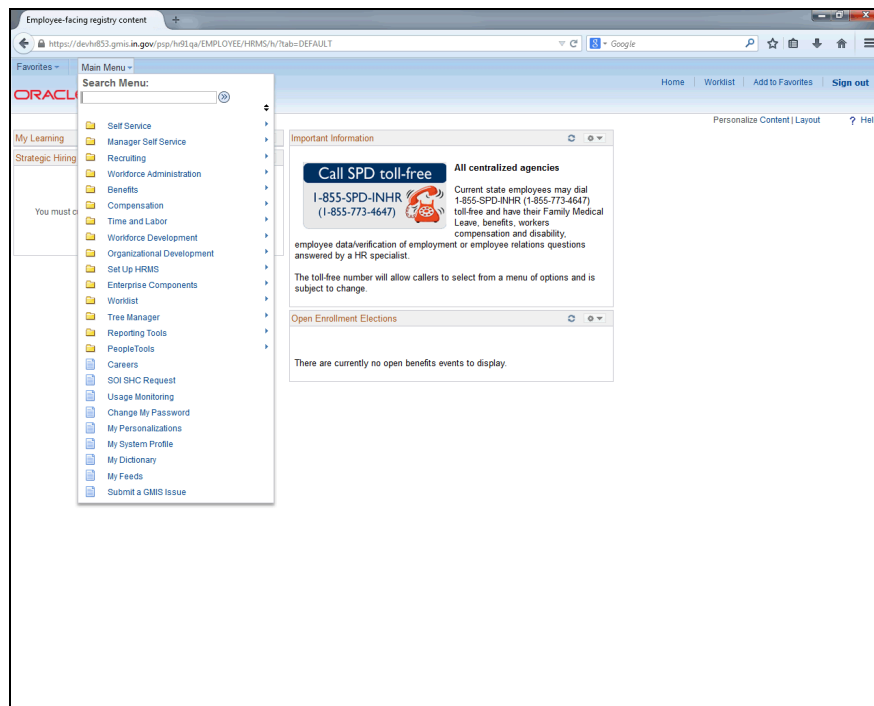
Step	Action
15.	<p>The selected application(s) will appear in the 'Application Print List'.</p> <p>Click the Run button.</p> 
16.	<p>Ensure the Type field shows 'Web' and the Format field shows 'PDF'.</p> <p>Click the OK button.</p> 
17.	<p>Click the Process Monitor link.</p> 
18.	<p>Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column.</p> 
19.	<p>When the status shows 'Success' and 'Posted' click the Details link.</p> 
20.	<p>Click the View Log/Trace link.</p> 
21.	<p>Click the File List Name ending in ".pdf" to review the application in the report.</p> 
22.	<p>A new window will open with the PDF report containing the selected candidate application(s).</p> <p>NOTE: Answers to open ended questions will also appear on the application.</p>
23.	End of Procedure.

Manage Applicants Page




From the Manage Applicants page of your posting, you can:

- View applicant information prior to the job bank expiration date
- View contact details
- View resumes, if applicable
- Determine whether or not an applicant attached a DD214
- View the full list of applicants

Procedure



Step	Action
1.	From the main menu, click the Recruiting link. Recruiting
2.	Click the Browse Job Openings menu. Browse Job Openings
3.	Click the appropriate Posting Title .
4.	The Applicant Status column denotes whether an applicant is a current state of Indiana employee or is an external applicant.

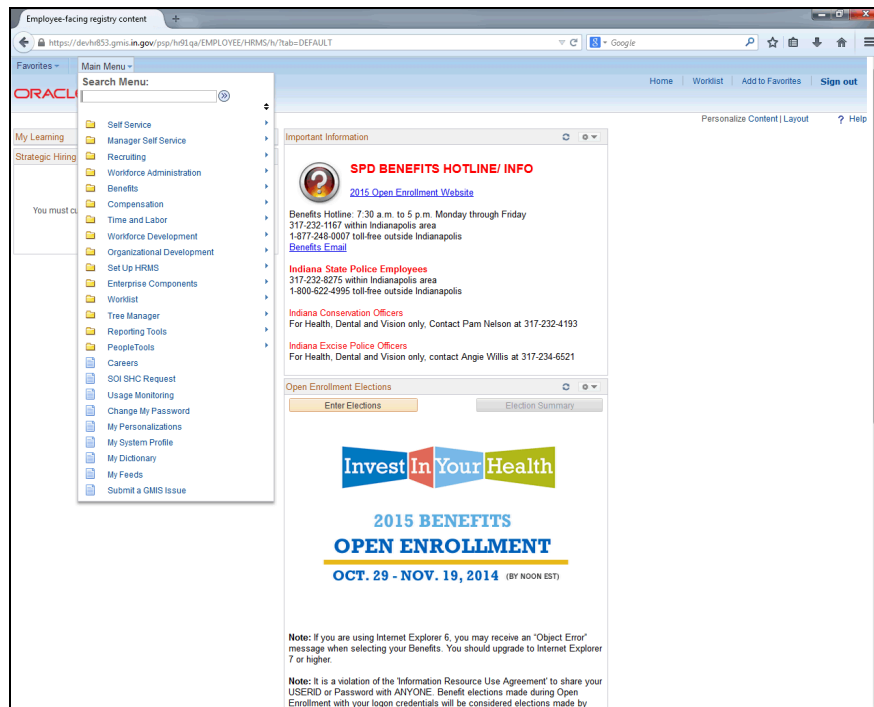
Step	Action
5.	<p>The Disposition column indicates where the applicant is in the process:</p> <p>Draft: Applicant hasn't successfully applied to the position. Applicants in draft will not go through the automated screening process.</p> <p>Applied: Applicant has successfully applied for the position.</p> <p>Route: Applicants have been sent to the hiring manager for review.</p> <p>Failed Prescreening: Applicant answered at least one of the prescreen questions incorrectly and was not permitted to submit an application for this position.</p>
6.	<p>If there is an icon in the Resume column, the candidate supplied a resume with this application. Resumes are optional for the candidate to provide and should be reviewed in conjunction with the employment application.</p> <p>Click the Resume icon to view the resume.</p> 
7.	<p>For vacancies in a classified position, the hiring manager is required to interview at least one veteran that meets the preferred experience for the position if the veteran has attached his/her DD214. Hiring managers can quickly see which candidates to consider by using the Veteran and Application columns. Applicants with a “Yes” in the Veteran column have indicated they are an honorably separated veteran.</p>
8.	<p>To verify whether or not a candidate attached a DD214 as instructed for veteran preference consideration, click the Application graphic.</p> 
9.	<p>Scroll to the Attachment section to verify that a DD214 has been attached by the applicant. Should you need to review the DD214 or any other attachment included by the applicant, contact your recruiter.</p> <p>NOTE: Information on this page is limited to individuals with recruiter access.</p>
10.	<p>An icon in the Former Employee column indicates that the applicant is a former employee and denotes whether or not that candidate is eligible for rehire.</p> <p>The blue person icon indicates that this former employee left under favorable conditions and is considered eligible for rehire.</p> <p>The yellow caution icon indicates that the former employee did not leave under favorable conditions and is not eligible for rehire with the agency from which he/she left. Should you wish to consider this person for your position, contact your Human Resources department for further clarification.</p>
11.	<p>If you see a Caution icon in the Review Column this means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court.</p>
12.	<p>Click the Caution Icon graphic to review the details of the arrest or conviction as listed by the applicant. Then click the Return button.</p> 
13.	<p>To find contact details for a specific applicant, click the Applicant Name.</p>

Step	Action
14.	The contact information for the candidate can be reviewed at the top of this page. To return to the full list of applicants, click the Applicant List link.
15.	End of Procedure.



Applicant Data Page

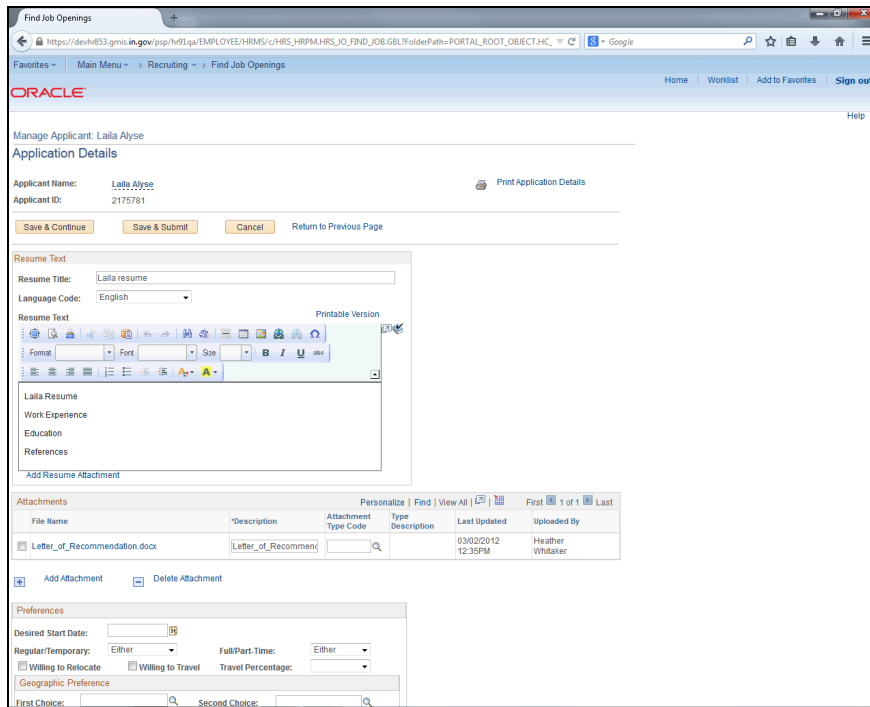
As an SPD employee, you will have access to view applicant information from each candidate's Applicant Data tab as well. This method is best used when a position is still posted to the job bank prior to launching the screening and routing process. In the absence of the automated workflow sent during the routing process, this is the fastest way to view a candidate's questionnaire results as well as any applicant information not provided in a resume.

Procedure



Step	Action
1.	From the Main Menu, click in the Recruiting field. Recruiting
2.	Click the Find Job Openings link. Find Job Openings
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. Search

Step	Action
5.	Click the appropriate Posting Title .
6.	Click the name of the appropriate candidate.
7.	Click the Applicant Data link. 
8.	Find the appropriate Job Opening(s) and click the Application graphic. 
9.	<p>From this page, you can view the candidate's</p> <ul style="list-style-type: none"> - resume and attachment(s) if included - questionnaire results - prior conviction information - employment details - license details (if applicable) <p>NOTE: Individuals with Recruiter access can open attachments, if applicable, by clicking the title of the attachment.</p>



Find Job Openings

Manage Applicant: Laila Alyse

Application Details

Applicant Name: Laila Alyse
Applicant ID: 2175781

Save & Continue Save & Submit Cancel Return to Previous Page

Resume Text

Resume Title: Laila resume
Language Code: English

Resume Text

Printable Version

Laila Resume
Work Experience
Education
References

Add Resume Attachment

Attachments

File Name	Description	Attachment Type Code	Type Description	Last Updated	Uploaded By
Letter_of_Recommendation.docx	Letter_of_Recommen			03/02/2012 12:35PM	Heather Whitaker

Add Attachment Delete Attachment

Preferences

Desired Start Date: [Date Picker]
Regular/Temporary: Either Full/Part Time: Either
Willing to Relocate: [Checkbox] Willing to Travel: [Checkbox] Travel Percentage: [Dropdown]
Geographic Preference
First Choice: [Text Box] Second Choice: [Text Box]

Step	Action
10.	Scroll to the Job Openings section to view the questionnaire.

Find Job Openings

https://devh53.gmii.in.gov/jsp/h91.qa/EMPLOYEE/HRMS/c/HRMS_HRPM4HR5_JO_FIND_JOB.GBL?folderPath=PORTAL_ROOT_OBJECT4AC...

Oracle

Home | Worklist | Add to Favorites | Sign out

Desired Work Days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday
☒ Friday ☐ Saturday ☐ Sunday

Minimum Pay: Currency Code:

Pay Frequency:

Desired Shift: Any Desired Hours Per Week:

Job Families Personalize | Find | View All | First 1 of 1 Last

Job Family

Add Job Family

Job Openings Personalize | Find | View All | First 1 of 1 Last

Job Opening ID Posting Title View Questionnaire

592453 Human Resources Generalist 2 - Benefits View Questionnaire

Add Job Opening

Personal Information

Eligible to Work in U.S.: Yes

Are you a former employee: Not a Previous Employee

Previous Termination Date:

Referral Source

Source ID: Internet

SubSource ID:

Specific Referral Source:

Prior Conviction Information

Prior Conviction	Description
1 No	

Work Experience

Start Date	End Date	Employer	Edit Employment History

Step	Action
11.	Click the View Questionnaire link. View Questionnaire
12.	Review the questions and responses and then click the Return to Previous Page link. Return to Previous Page
13.	Scroll down to the Prior Conviction Information section to review any applicable information listed there.

Find Job Openings

https://devh53.gmii.in.gov/jsp/h91.qa/EMPLOYEE/HRMS/c/HRMS_HRPM4HR5_JO_FIND_JOB.GBL?folderPath=PORTAL_ROOT_OBJECT4AC...

Oracle

Home | Worklist | Add to Favorites | Sign out

Desired Work Days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday
☒ Friday ☐ Saturday ☐ Sunday

Minimum Pay: Currency Code:

Pay Frequency:

Desired Shift: Any Desired Hours Per Week:

Job Families Personalize | Find | View All | First 1 of 1 Last

Job Family

Add Job Family

Job Openings Personalize | Find | View All | First 1 of 1 Last

Job Opening ID Posting Title View Questionnaire

592453 Human Resources Generalist 2 - Benefits View Questionnaire

Add Job Opening

Personal Information

Eligible to Work in U.S.: Yes

Are you a former employee: Not a Previous Employee

Previous Termination Date:

Referral Source

Source ID: Internet

SubSource ID:

Specific Referral Source:

Prior Conviction Information

Prior Conviction	Description
1 No	

Work Experience

Start Date	End Date	Employer	Edit Employment History

Step	Action
14.	Scroll down to the Work Experience section to review information.

Find Job Openings

Previous Termination Date:

Referral Source

Source ID: Internet

Sub-Source ID:

Specific Referral Source:

Prior Conviction Information

Prior Conviction	Description
1 No	

Work Experience

Start Date	End Date	Employer	Edit Employment History
06/16/2010		ABC Employer	Edit Employment History

Add Work Experience

Education Level

Highest Education Level: G-Bachelor's Level Degree

Training

No Training has been added to this applicant's profile.

Add Training

Areas of Study

No Areas of Study have been added to this applicant's profile.

Add Areas of Study

Degrees

Degrees	Degree	Major Code	Edit
Bachelor of Science	BS	107700	Edit

Add Degrees

School Education

No School Education have been added to this applicant's profile.

Add School Education

Step	Action
15.	Click the Edit Employment History for any employer listed to review the employment details listed by the candidate. Edit Employment History
16.	Click the Cancel button to return. Cancel
17.	Scroll to the Highest Education Level to review this information. If applicable, scroll to the Degrees section and click the Degree link to review the detail listed by the applicant.
18.	Click the Cancel button to return. Cancel

Find Job Openings

Previous Termination Date:

Referral Source

Source ID:

SubSource ID:

Specific Referral Source:

Prior Conviction Information

Prior Conviction	Description
1 No	

Work Experience

Start Date	End Date	Employer	Edit Employment History
06/16/2010		ABC Employer	Edit Employment History

Add Work Experience

Education Level

Highest Education Level:

Training

No Training has been added to this applicant's profile.

Add Training

Areas of Study

No Areas of Study have been added to this applicant's profile.

Add Areas of Study

Degrees

Degrees	Degree	Major Code
Bachelor of Science	BS	107700

Add Degrees

School Education

No School Education have been added to this applicant's profile.

javascript:submitAction_win0(document.win0, EDIT\$1);

Step	Action
19.	If applicable, scroll to the Licenses and Certifications section.
20.	Click the Licenses and Certifications link to review the detail provided by the candidate and click the cancel button to return.
21.	Once you've reviewed the detail in each section as necessary, scroll to the bottom of the page to return to Applicant Data.

Find Job Openings

No Areas of Study have been added to this applicant's profile.

Add Areas of Study

Degrees

Degrees	Degree	Major Code
Bachelor of Science	BS	107700

Add Degrees

School Education

No School Education have been added to this applicant's profile.

Add School Education

Honors and Awards

No Honors and Awards have been added to this applicant's profile.

Add Honors and Awards

Licenses & Certifications

No Licenses & Certifications have been added to this applicant's profile.

Add Licenses & Certifications

Language Skills

No Language Skills have been added to this applicant's profile.

Add Language Skills

Memberships

No Memberships have been added to this applicant's profile.

Add Memberships

Tests/Examinations

No Tests/Examinations have been added to this applicant's profile.

Add Tests/Examinations

Copy Limited Items From Job Openings

Save & Continue Save & Submit Cancel Return to Previous Page

Step	Action
22.	Click the Return to Previous Page link. Return to Previous Page
23.	End of Procedure.

Manage Interviews

NOTE: This is meant to be a Train-the-Trainer section for Human Resources staff should hiring managers have questions related to the PeopleSoft Manage Interview module. Individuals with Hiring Manager access have been trained to schedule interviews and enter interview evaluations within PeopleSoft for each person interviewed.

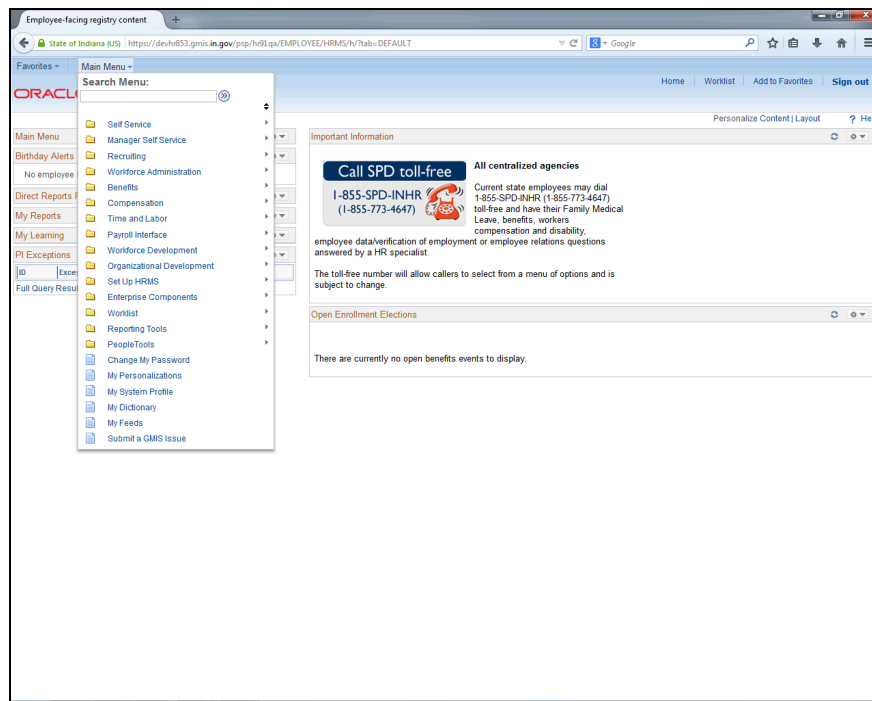
The Manage Interviews module is used by Hiring Managers to record interview schedules and subsequent interview evaluations for candidates of interest. For most agencies this is an optional feature; however, please note that if interview schedules/interview evaluations are not recorded within PeopleSoft, all documents related to the Application File must be kept for all individuals interviewed for three (3) years per the Applicant File retention schedule, Record Series Number 84-1020. (http://www.in.gov/apps/icpr/retention/icpr_retention) > Personnel, Department of > Employment Administration Division> Application File)




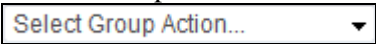
It is recommended that the hiring manager, or a designee of the hiring manager, contact each candidate of interest via phone to discuss interview scheduling options that are appropriate for all parties. The hiring manager should then record the scheduled interview date and time within in the posting for each candidate. Once the interview has been conducted, the hiring manager should enter objective interview notes into the Interview Evaluation tool for each candidate.

Manage Interview Schedule

This section is used by the Hiring Manager to reflect applicants chosen to be interviewed. In this topic you will learn how to create interview schedules within PeopleSoft for each interviewee after acceptance of the verbal interview invitation.

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Browse Job Openings list item.  Browse Job Openings
3.	Locate the appropriate Job Opening and click the title.
4.	Click the Checkbox next to each applicant you plan to interview. NOTE: Applicants should be notified of an interview via phone conversation. The steps in this module are simply confirming in PeopleSoft what has already been confirmed via phone with each candidate. 
5.	Click the drop down box for Group Action . 

Browse Job Openings

State of Indiana | https://devh853.gmis.in.gov/ppp/hv91qa/EMPLOYEE/HRMS/c/HRM_HRM_HRS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Job Opening 360

Job Opening

Posting Title: Human Resources Generalist 2 - Benefits Job Opening ID: 586757
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: Human Resources Generalist 1 Job Code: 002NA1
 Position Number: 10002764 Human Resources Generalist 1
 Business Unit: 00070 State Personnel Department

Save Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

Select	Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Former Employee	Review	Last Updated	*Take Action
<input type="checkbox"/>	Marshmallow Peep	2695522	09/09/2014 9:32AM	External Applicant	112 Failed Prescreening						09/09/2014 9:32AM	Select Action
<input checked="" type="checkbox"/>	Laila Alyse	2175781	09/09/2014 9:34AM	External Applicant	050-Route			Yes			09/09/2014 9:34AM	Select Action
<input checked="" type="checkbox"/>	Jeremy Haggard	15747	09/09/2014 9:34AM	Employee	050-Route						09/09/2014 9:34AM	Select Action
<input type="checkbox"/>	Heather Whitaker	16456	09/09/2014 9:34AM	Employee	050-Route						09/09/2014 9:34AM	Select Action
<input type="checkbox"/>	Nicole Cloyd	2649828	09/09/2014 9:19AM	Employee	020-Applied			Yes			09/09/2014 9:19AM	Select Action
<input type="checkbox"/>	Chanel Gillies	2664798	09/09/2014 9:19AM	Employee	020-Applied						09/09/2014 9:19AM	Select Action
<input type="checkbox"/>	Sierra Mist	2695553	09/09/2014 9:19AM	Employee	020-Applied						09/09/2014 9:19AM	Select Action

Select All Deselect All *Group Action: Select Group Action... Go

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Save Create New Previous Job Opening Next Job Opening Job Opening List

Step	Action
6.	Click the Manage Interviews list item.

Browse Job Openings

State of Indiana | https://devh853.gmis.in.gov/ppp/hv91qa/EMPLOYEE/HRMS/c/HRM_HRM_HRS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Job Opening 360

Job Opening

Posting Title: Human Resources Generalist 2 - Benefits Job Opening ID: 586757
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: Human Resources Generalist 1 Job Code: 002NA1
 Position Number: 10002764 Human Resources Generalist 1
 Business Unit: 00070 State Personnel Department

Save Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All





Select	Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Former Employee	Review	Last Updated	*Take Action
<input type="checkbox"/>	Marshmallow Peep	2695522	09/09/2014 9:32AM	External Applicant	112 Failed Prescreening						09/09/2014 9:32AM	Select Action
<input checked="" type="checkbox"/>	Laila Alyse	2175781	09/09/2014 9:21AM	External Applicant	050-Route			Yes			09/09/2014 9:34AM	Select Action
<input checked="" type="checkbox"/>	Jeremy Haggard	15747	09/02/2014 2:40PM	Employee	050-Route						09/09/2014 9:34AM	Select Action
<input type="checkbox"/>	Heather Whitaker	16456	09/02/2014 11:35AM	Employee	050-Route						09/09/2014 9:34AM	Select Action
<input type="checkbox"/>	Nicole Cloyd	2649828	09/02/2014 11:45AM	Employee	020-Applied			Yes			09/09/2014 9:19AM	Select Action
<input type="checkbox"/>	Chanel Gillies	2664798	09/02/2014 1:04PM	Employee	020-Applied						09/09/2014 9:19AM	Select Action
<input type="checkbox"/>	Sierra Mist	2695553	09/02/2014 11:37AM	Employee	020-Applied						09/09/2014 9:19AM	Select Action

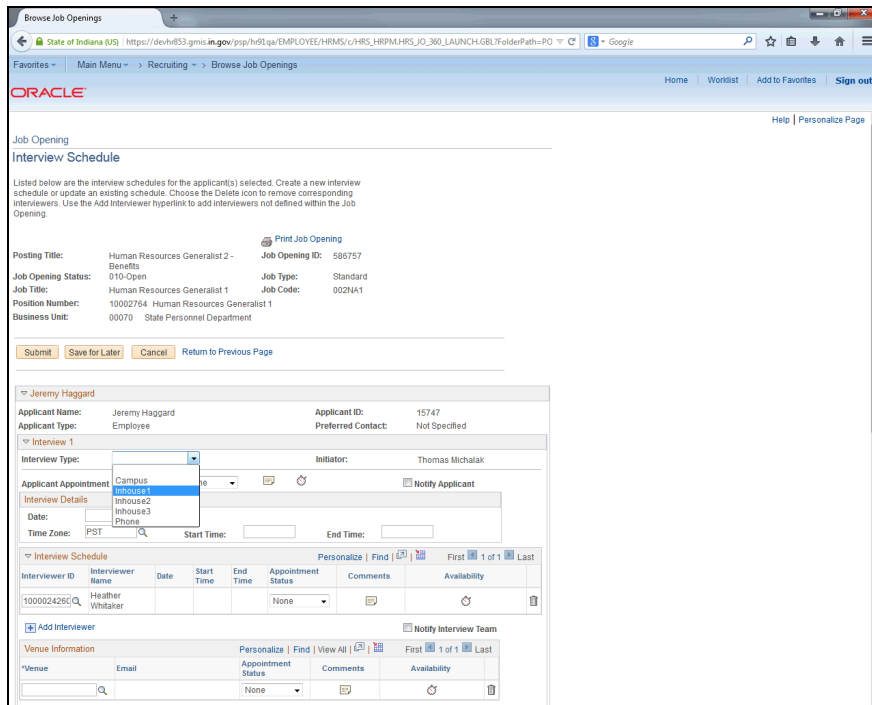
Select All Deselect All *Group Action: Manage Interviews Go


Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Save Create New Previous Job Opening Next Job Opening Job Opening List

Step	Action
7.	Click the Go button. 
8.	Click the Expand section button. This is located next to the applicant's name. 
9.	Click the Expand section button next to Interview 1 . 
10.	Click the Interview Type drop down menu. 



Step	Action
11.	Click the Inhouse 1 list item. 

Browse Job Openings

State of Indiana | https://devh853.gmis.in.gov/psp/hd01qa/EMPLOYEE/HRMS/c/HR5_HRPM/HR5_JO_360_LAUNCH1.GBL?folderPath=PO

Oracle

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Help | Personalize Page

Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

Print Job Opening

Posting Title: Human Resources Generalist 2 - Benefits
Job Opening ID: 586757
Job Opening Status: 910-Open
Job Type: Standard
Job Title: Human Resources Generalist 1
Job Code: 002N41
Position Number: 10002764 Human Resources Generalist 1
Business Unit: 00070 State Personnel Department

Submit | Save for Later | Cancel | Return to Previous Page

Jeremy Haggard

Applicant Name: Jeremy Haggard
Applicant Type: Employee
Applicant ID: 15747
Preferred Contact: Not Specified

Interview 1

Interview Type: Inhouse1
Initiator: Thomas Michalak

Applicant Appointment Status: None
Notify Applicant

Interview Details

Date:
Time Zone: PST
Start Time:
End Time:


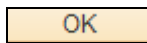
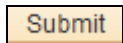
Interview Schedule

Interview ID	Interviewer Name	Date	Start Time	End Time	Appointment Status	Comments	Availability
100002425	Heather Whitaker				None		

Add Interviewer

Venue Information

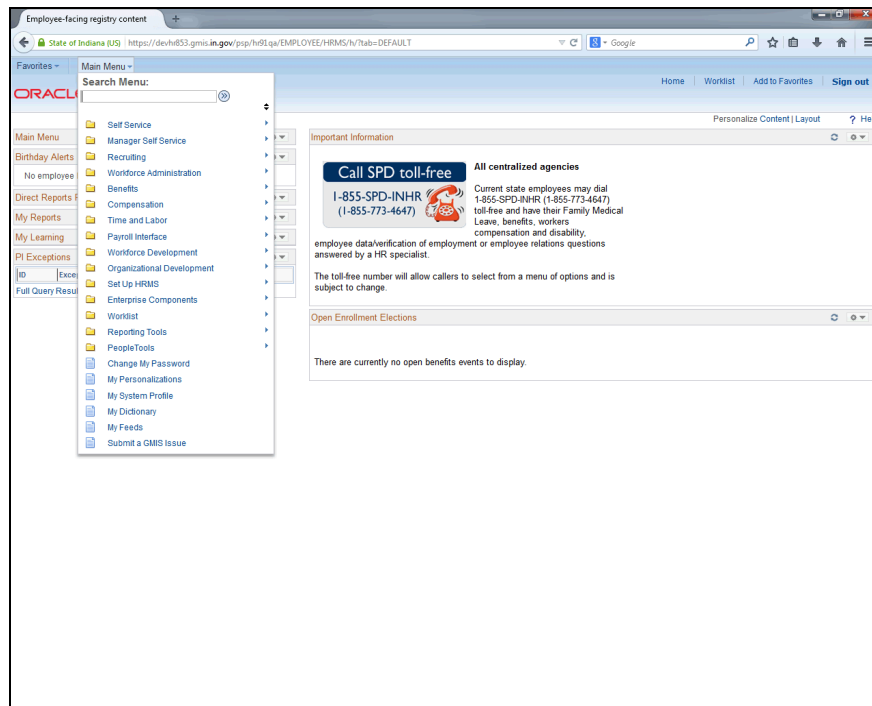
Venue	Email	Appointment Status	Comments	Availability
		None		

Step	Action
12.	Enter the desired information into the Date field.
13.	Enter the desired information into the Start Time field.
14.	Tab out of the field. Press [Tab] .
15.	Enter the desired information into the End Time field.
16.	Tab out of the field. Press [Tab] .
17.	The employee ID of the Recruiter defaults in this field. Click the Trash Can icon to delete this person. 
18.	Click the OK button. 
19.	Enter your Employee ID number into the Interviewer ID field. NOTE: To add another interviewer, click the Add Interviewer link and enter the Employee ID number of the additional interviewer. Complete these steps for each additional member of the interview team.
20.	If you added more than one applicant to this process, scroll to the next candidate's name and repeat the steps above with appropriate interview information.
21.	Once all information has been added for each candidate, click the Submit button. 
22.	End of Procedure.

Create Interview Evaluation

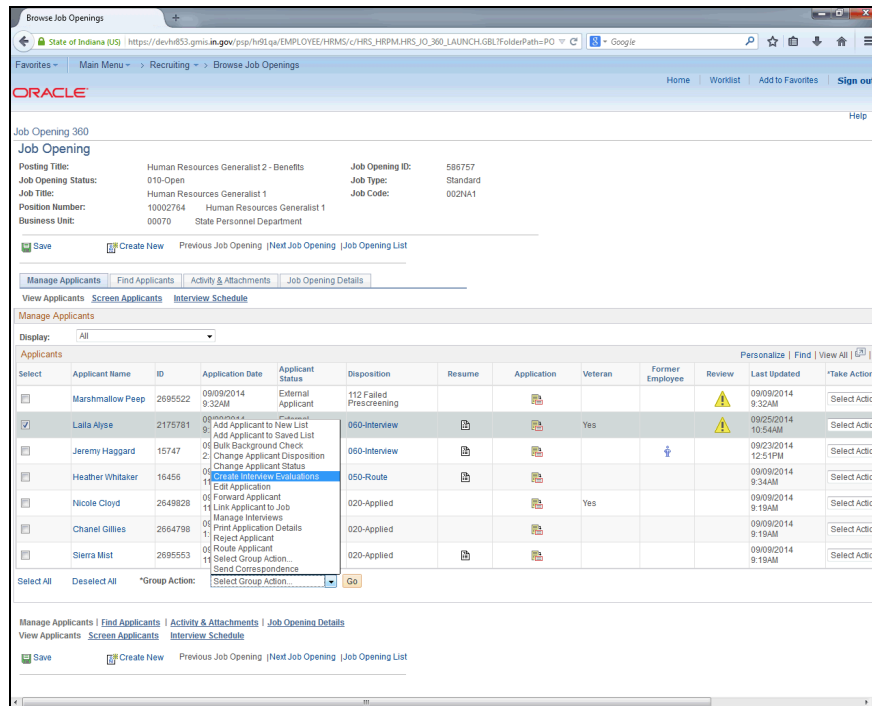
This section is used by the Hiring Manager and/or interview team to document interview notes. In this topic you will learn how to enter interview notes and ratings for each candidate interviewed. Adding Interview notes into PeopleSoft is optional; however, should you choose to not utilize this function, all interviewers must keep all interview notes for three (3) years per the Applicant File retention schedule, Record Series Number 84-1020.

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. Recruiting
2.	Click the Browse Job Openings menu. Browse Job Openings
3.	Locate the appropriate Job Opening and click on the title.
4.	Click the Checkbox next to the appropriate candidate(s). <input type="checkbox"/>

Step	Action
5.	<p>If you only need to enter an interview evaluation for one candidate, select that candidate's checkbox, click the Select Action drop down menu in the Take Action column for that candidate and select Create Interview Evaluation.</p> <p>For this example, click the drop down box for Group Action.</p> <div> Select Group Action... </div>



Step	Action
6.	<p>Click the Create Interview Evaluations list item.</p> <div>Create Interview Evaluations</div>

Browse Job Openings

State of Indiana [US] | https://devh853.gmis.in.gov/ppg/hv01.qa/EMPLOYEE/HRMS/c/HRM_HRMS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

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Job Opening 360

Job Opening

Posting Title: Human Resources Generalist 2 - Benefits
 Job Opening Status: 010-Open
 Job Title: Human Resources Generalist 1
 Position Number: 10002764
 Business Unit: 00070 State Personnel Department

Job Opening ID: 586757
 Job Type: Standard
 Job Code: 002NA1

Save Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All



Select	Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Former Employee	Review	Last Updated	*Take Action
<input type="checkbox"/>	Marshmallow Peep	2695522	09/09/2014 9:32AM	External Applicant	112 Failed Prescreening						09/09/2014 9:32AM	Select Action
<input checked="" type="checkbox"/>	Laila Alyse	2175781	09/09/2014 9:21AM	External Applicant	050-Interview			Yes			09/25/2014 10:54AM	Select Action
<input type="checkbox"/>	Jeremy Haggard	15747	09/02/2014 2:40PM	Employee	050-Interview						09/23/2014 12:51PM	Select Action
<input type="checkbox"/>	Heather Whitaker	16456	09/02/2014 11:35AM	Employee	050-Route						09/09/2014 9:34AM	Select Action
<input type="checkbox"/>	Nicole Cloyd	2648828	09/02/2014 11:45AM	Employee	020-Applied			Yes			09/09/2014 9:19AM	Select Action
<input type="checkbox"/>	Chanel Gillies	2664798	09/02/2014 1:01PM	Employee	020-Applied						09/09/2014 9:19AM	Select Action
<input type="checkbox"/>	Sierra Mist	2695553	09/02/2014 11:37AM	External Applicant	020-Applied						09/09/2014 9:19AM	Select Action

Select All Deselect All *Group Action: Select Group Action... Go

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Save Create New Previous Job Opening Next Job Opening Job Opening List

Step	Action
7.	Click the Go button. 
8.	Click the Interview Type drop down menu. 

Browse Job Openings

State of Indiana [US] | https://devh853.gmis.in.gov/ppg/hv01.qa/EMPLOYEE/HRMS/c/HRM_HRMS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Manage Applicant: Laila Alyse

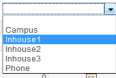
Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page



Laila Alyse

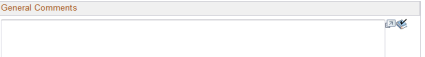
Applicant ID: 2175781
 Job Opening ID: 586757
 Applicant Name: Laila Alyse
 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: 

Rate Applicant	Category	Interview Rating	
	Communication Skills		
	Customer Service		
	Education/Training		
	Initiative		
	Judgement		
	Planning & Organizing		
	Teamwork/Leadership		
	Technical Skills		
	Work Experience		

Recommendation

Overall Rating: 
 Recommendation: 

General Comments 

Step	Action
9.	Click the Inhouse 1 list item. <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 2px 5px; display: inline-block;">Inhouse1</div>

The screenshot shows the 'Interview Evaluation' form in the Oracle HRMS system. The form is for applicant Laila Alyse, Job Opening ID 586757, and Interview Date 09/25/2014. The interview type is 'Inhouse 1'. The form includes a table for 'Rate Applicant' with columns for Category, Interview Rating, Score, and Comments. The categories listed are Communication Skills, Customer Service, Education/Training, Initiative, Judgement, Planning & Organizing, Teamwork/Leadership, Technical Skills, and Work Experience. Each category has a dropdown for the interview rating and a corresponding score of 0. There are also fields for Overall Rating, Recommendation, and General Comments.

Step	Action
10.	For each list item in the Interview Rating column, choose the rating that reflects the applicant's response to each corresponding interview question. NOTE: A numeric score will populate based on the interview rating chosen. <div style="border: 1px solid black; height: 20px; width: 200px; margin-top: 10px;"></div>

Browse Job Openings

State of Indiana [US] | https://devh853.gmis.in.gov/ppp/hv01.qa/EMPLOYEE/HRMS/c/HRIS_HRPM/HRIS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

▼ Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1

Category	Interview Rating	Score	Comments
Communication Skills	Average	0	
Customer Service	Average	0	
Education/Training	Average	0	
Initiative	Average	0	
Judgement	Average	0	
Planning & Organizing	Average	0	
Teamwork/Leadership	Average	0	
Technical Skills	Average	0	
Work Experience	Average	0	

Recommendation

Overall Rating:
Recommendation:
General Comments:
Submit

Step	Action
11.	Click Average from the drop down menu. Average

Browse Job Openings

State of Indiana [US] | https://devh853.gmis.in.gov/ppp/hv01.qa/EMPLOYEE/HRMS/c/HRIS_HRPM/HRIS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

▼ Laila Alyse




Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

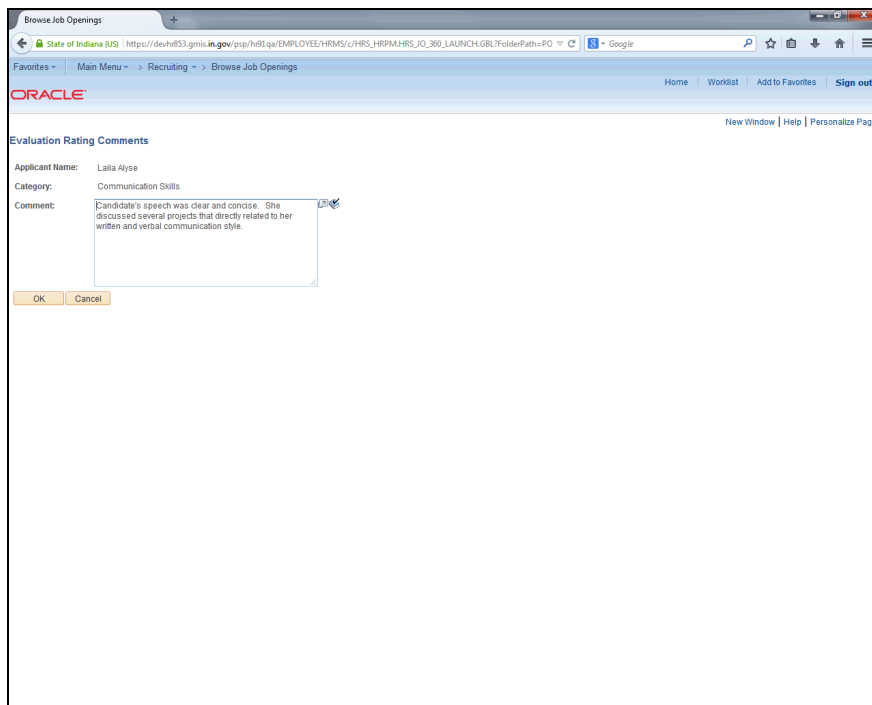
Interview Date: 09/25/2014 Interview Type: Inhouse1

Category	Interview Rating	Score	Comments
Communication Skills	Average	5	
Customer Service	Average	0	
Education/Training	Average	0	
Initiative	Average	0	
Judgement	Average	0	
Planning & Organizing	Average	0	
Teamwork/Leadership	Average	0	
Technical Skills	Average	0	
Work Experience	Average	0	

Recommendation

Overall Rating:
Recommendation:
General Comments:
Submit

Step	Action
12.	For each list item, enter objective comments by clicking the Comments icon. 
13.	Example for comments in the Communication Skills list item: "Candidate's speech was clear and concise. She discussed several projects that directly related to her written and verbal communication skills."
14.	Click the Spell Check Comment icon and make any necessary corrections. 
15.	Click the OK button. 



Browse Job Openings

State of Indiana [US] | https://devh853.gmis.in.gov/psp/hd01gw/EMPLOYEE/HRMS/c/HRIS_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

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New Window | Help | Personalize Page

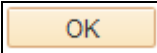
Evaluation Rating Comments

Applicant Name: Laila Alyse

Category: Communication Skills

Comment: Candidate's speech was clear and concise. She discussed several projects that directly related to her written and verbal communication style.

OK Cancel

Step	Action
16.	Click the Ok button. 

Browse Job Openings

State of Indiana | https://devh853.gmis.in.gov/ppp/hd51qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1

Category	Interview Rating	Score	Comments
Communication Skills	Average	5	
Customer Service	Average	5	
Education/Training	Excellent	10	
Initiative	Average	5	
Judgement	Excellent	10	
Planning & Organizing	Average	5	
Teamwork/Leadership	Average	5	
Technical Skills	Average	5	
Work Experience	Excellent	10	

Recommendation

Overall Rating:
Recommendation:

General Comments

Step	Action
17.	If you have additional objective comments regarding the overall interview, enter them into the General Comments field.

Browse Job Openings

State of Indiana | https://devh853.gmis.in.gov/ppp/hd51qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Save Submit Evaluation Cancel Return to Previous Page

Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1

Category	Interview Rating	Score	Comments
Communication Skills	Average	5	
Customer Service	Average	5	
Education/Training	Excellent	10	
Initiative	Average	5	
Judgement	Excellent	10	
Planning & Organizing	Average	5	
Teamwork/Leadership	Average	5	
Technical Skills	Average	5	
Work Experience	Excellent	10	




Recommendation

Overall Rating:
Recommendation:

General Comments

Answered all questions with examples.

Save Submit Evaluation Cancel Return to Previous Page

Step	Action
18.	Click the Overall Rating field drop down menu button. Choose the rating which best represents the overall interview evaluation. 
19.	Click the Recommendation field drop down menu button. Choose the recommendation that represents the overall interview evaluation. 
20.	Do not click the Submit Evaluation button. As previously noted, interview evaluations become part of the applicant file and thus part of public record. If you click Submit, we are unable to edit this information if it becomes necessary. Instead, click the Save button once the evaluation has been entered. NOTE: There is no need to submit the final evaluation even after the final candidate has begun employment. Saving the evaluation is a sufficient final step in this process. 
21.	End of Procedure.

Background Check

In this section, you will learn how to initiate a background check utilizing the automated PeopleSoft process.

Background checks are conducted by Barada Associates, Inc which is a 3rd party vendor contracted by the State of Indiana. Once the background check has been initiated, the applicant will receive an automated email to complete a disclosure and release form via the Barada Associate, Inc website. Results can typically be expected within four (4) business days once the candidate completes this disclosure form. This background verification process supplies background results for:

The State of Indiana Limited Criminal package, which includes the following services;

- Sex Offender Registry (via Indiana Sheriff's Office and United States Department of Defense)
- Indiana Bureau of Motor Vehicles Driver's License Check
- Indiana State Police Limited Criminal History
- Indiana Department of Revenue Tax Check

The Barada package, which includes the following services;

- Social Security Trace
- Criminal County Court Record
- Criminal National Database

There is a third package available which combines the State of Indiana Limited Criminal, and Barada packages to include all services listed. Additional details regarding the description for each service can be found here: [Applicant Background Record Checklist - Form 53390 \(https://forms.in.gov/Download.aspx?id=6610\)](https://forms.in.gov/Download.aspx?id=6610).

This process is only for State of Indiana Full-Time/Part-Time candidates. Directions to process a Direct Hire, Unpaid Intern or Volunteer can be found ([http://intranet.spd.state.in.us/employment/Background Check Automation \(R6-14\).docx](http://intranet.spd.state.in.us/employment/Background Check Automation (R6-14).docx)) (pages 4-5). This process does not incorporate contract candidates or any fingerprinting or verifications ran through IDACS.

The electronic applicant disclosure and release form completed by the applicant will be stored on our vendor's server. Should you need a copy of this disclosure, please contact Barada Associates Monday-Friday from 8am to 5pm at 1-800-616-5917 or ([http://intranet.spd.state.in.us/employment/Background Check Automation \(R6-14\).docx](http://intranet.spd.state.in.us/employment/Background Check Automation (R6-14).docx)) (pages 6-7) for instructions to log in to Barada's website and download the completed form. Access to login is required. Contact the Talent Acquisition Division with questions.

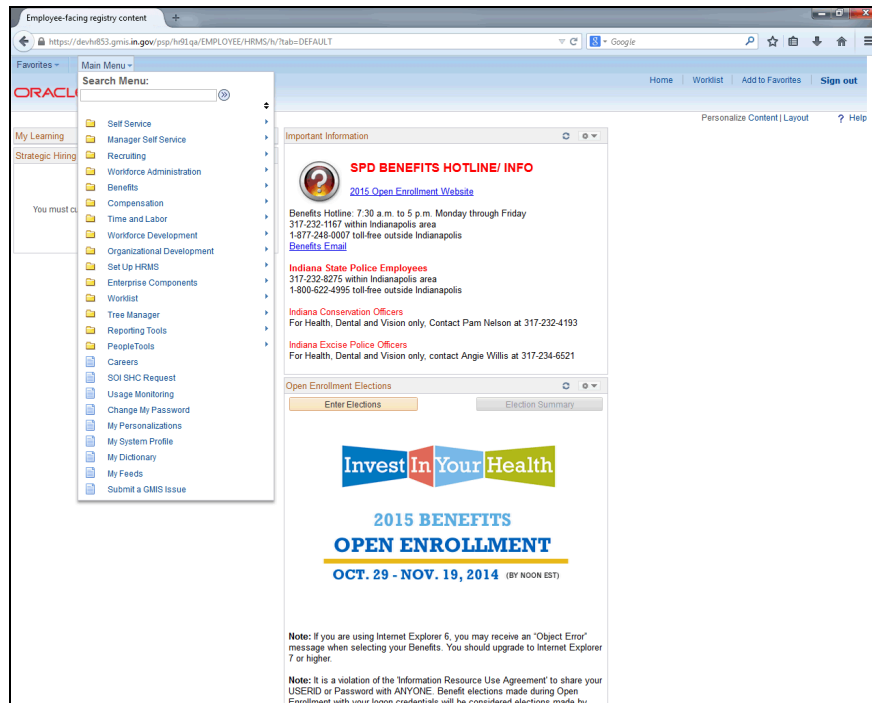
Initiate Background Check


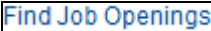
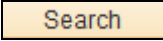




In this section, you will learn how to initiate a background check utilizing the automated PeopleSoft process.

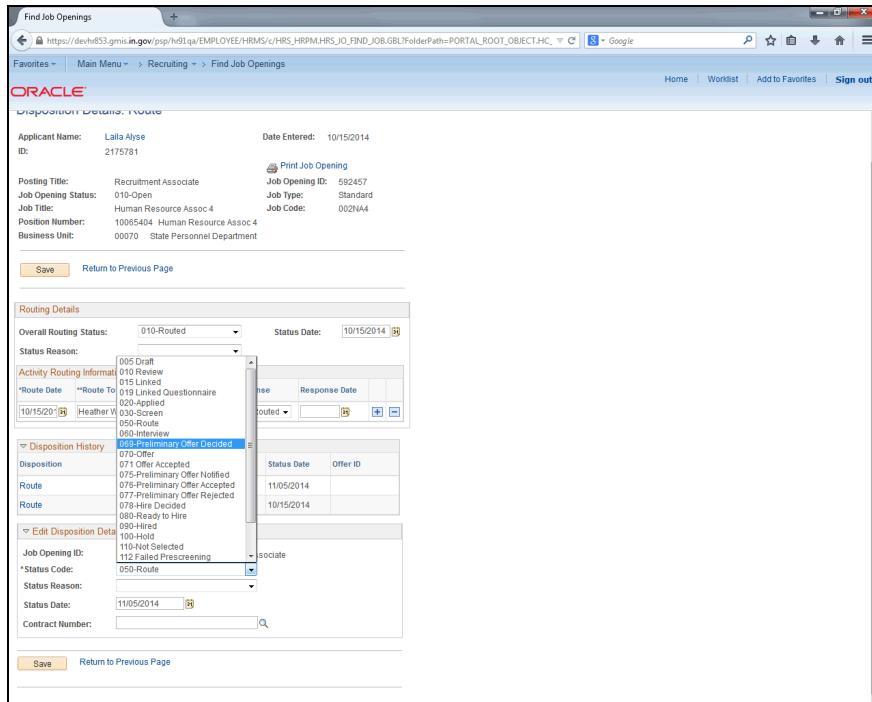
View Background Check FAQ's:

(https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/Background.docx)

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link. 
6.	Click on the Disposition of the applicant selected for a background check. If the Disposition isn't an active hyperlink, click on the applicant's name. 
7.	Click the triangle next to Edit Disposition Details to expand the section. 
8.	Click the Status Code drop down list. 



Find Job Openings

Applicant Name: Laila Alyse Date Entered: 10/15/2014
ID: 2175781

Posting Title: Recruitment Associate Job Opening ID: 592457
Job Opening Status: 010-Open Job Type: Standard
Job Title: Human Resource Assoc 4 Job Code: 002N44
Position Number: 10065404 Human Resource Assoc 4
Business Unit: 00070 State Personnel Department

Routing Details

Overall Routing Status: 010-Routed Status Date: 10/15/2014

Status Reason: 005 Draft
Activity Routing Informal 010 Review
Route Date 10/15/2014 Route To Heather V
020-Applied
030-Screen
050-Route
060-Interview
005 Preliminary Offer Decided
070-Offer
Disposition 071 Offer Accepted
075-Preliminary Offer Notified
076-Preliminary Offer Accepted
Route 077-Preliminary Offer Rejected
Route 078-Hire Decided
080-Ready to Hire
090-Hired
100-Hold
110-Not Selected
112 Failed Prescreening
*Status Code: 050-Route
Status Reason:
Status Date: 11/05/2014
Contract Number:

Step	Action
9.	Select the 069-Preliminary Offer Decided option. <div>069-Preliminary Offer Decided</div>

Step	Action
10.	Click the Status Reason list and select the appropriate background check package. <div></div>

Step	Action
11.	<p>Select the appropriate background check package per agency business practice. Packages include:</p> <p>Free Basic Check - Sex Offender Registry State & National, BMV Driver's License Check, Limited Criminal History, and Dept of Revenue check</p> <p>Barada Only – Social Security Trace, Criminal County Court Record, and Criminal National Database</p> <p>Barada + Free Basic Check – Combines all services listed above</p> <p>Note: If a credit check is required, email Barada to add this service customerservice@baradainc.com</p> <p>For this example, click the Barada + Free Basic Checks list item.</p> <div>Barada + Free Basic Checks</div>

The screenshot shows the Oracle HRMS 'Find Job Openings' page. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The page displays applicant information for Laila Alyse (ID: 2175781) and job opening details for Recruitment Associate (Job Opening ID: 592457). The 'Routing Details' section shows the overall routing status as '010-Routed' with a status date of 10/15/2014. Below this, the 'Activity Routing Information' table lists routing activities, including one by Heather Whitaker on 10/15/2014. The 'Disposition History' table shows a 'Route' action on 11/05/2014. The 'Edit Disposition Details' section allows for updating the job opening ID, status code, status reason (set to 'Barada + Free Basic Checks'), status date, and contract number.

Step	Action
12.	<p>Click the Save button.</p> <div>Save</div>

Step	Action
13.	A workflow message will be sent to the candidate requesting they complete the Background Check Release form. The employees listed on the requisition under 'Created By', 'Recruiter', all 'Hiring Managers' and the initiator of the request will be blind copied on the workflow message.
14.	<p>Note: If the candidate's email address is invalid Barada will notify us. If this is the case, please contact the candidate and update the email address in their applicant profile in the 'Applicant Data' tab, under 'Contact'.</p> <p>The workflow will need to be resent through PeopleSoft by changing the applicant back to '050-Route' or '020-Applied' status, which will result in a warning box, please ignore. Then complete these steps again to put back into '069-Preliminary Offer Accepted' status.</p>
15.	<p>The results for the Background Check verification process will be sent to the assigned email account(s) currently listed for the respective agency with Barada. If the agency designee(s) needs to be updated or for questions please contact the State Personnel Department Talent Acquisition Division, jobs@spd.in.gov or 1-855-SPD-INHR #2.</p> <p>Click the Return to Previous Page link.</p> <p>Return to Previous Page</p>
16.	End of Procedure.

Offer Letter

This section details instructions for creating and sending offer letters via PeopleSoft Talent Manager. The offer letter process is performed by Human Resources. Specific offer letter templates have already been created for your agency/facility; however, if any changes are necessary contact the Talent Acquisition Division.

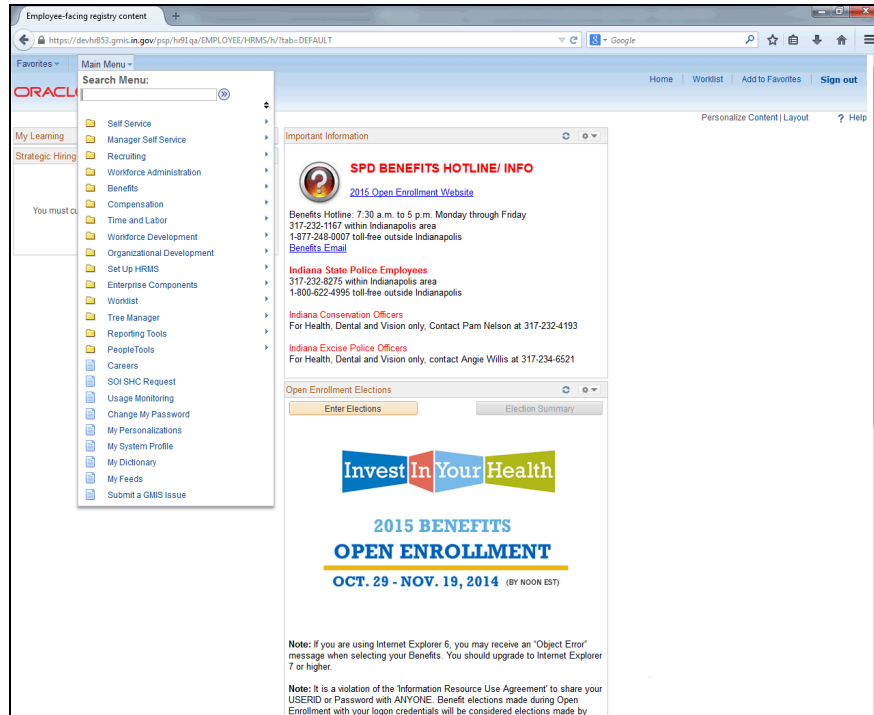
Create/Send Offer Letter



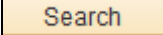
In this section you will learn how to create and send an automated offer letter via PeopleSoft Talent Manager.

View Offer Letter FAQ's:

https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/OfferLetter.docx
[\(https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/OfferLetter.docx\)](https://hr85.gmis.in.gov/LMS_SPD/UPK/eTalent/FAQS/OfferLetter.docx)

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click on the Job Title.

Find Job Openings

https://devh853.gmis.in.gov/psp/h01qa/EMPLOYEE/HRMS/c/HRM_HRPM/HRM_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Oracle

Home | Worklist | Add to Favorites | Sign out

Job Opening 360

Job Opening

Posting Title: Recruitment Associate Job Opening ID: 592458
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: Human Resource Assoc 4 Job Code: 002N44
 Position Number: 10065404 Human Resource Assoc 4
 Business Unit: 00070 State Personnel Department

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

Select	Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Review	Last Updated	*Take Action
<input type="checkbox"/>	Laila Alyse	2175781	10/30/2014 2:33PM	External Applicant	069-Preliminary Offer Decided					10/30/2014 2:36PM	Select Action...
<input type="checkbox"/>	Ocean Breeze	2782366	10/15/2014 5:58PM	External Applicant	050-Route					10/15/2014 7:13PM	Select Action...
<input type="checkbox"/>	Juliette Reese	2757142	10/15/2014 5:54PM	External Applicant	050-Route					10/15/2014 7:13PM	Select Action...
<input type="checkbox"/>	Nicole Cloyd	2649828	10/05/2014 9:44AM	Employee	069-Preliminary Offer Decided					11/05/2014 8:19AM	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants Screen Applicants Interview Schedule

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Step	Action
6.	Scroll over to view the Take Action column next to the offer letter recipient.

Find Job Openings

https://devh853.gmis.in.gov/psp/h01qa/EMPLOYEE/HRMS/c/HRM_HRPM/HRM_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Oracle

Home | Worklist | Add to Favorites | Sign out

Job Opening 360

Job Opening

Posting Title: Recruitment Associate Job Opening ID: 592458
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: Human Resource Assoc 4 Job Code: 002N44
 Position Number: 10065404 Human Resource Assoc 4
 Business Unit: 00070 State Personnel Department

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

Select	Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Review	Last Updated	*Take Action
<input type="checkbox"/>	Laila Alyse	2175781	10/30/2014 2:33PM	External Applicant	069-Preliminary Offer Decided					10/30/2014 2:36PM	Select Action...
<input type="checkbox"/>	Ocean Breeze	2782366	10/15/2014 5:58PM	External Applicant	050-Route					10/15/2014 7:13PM	Select Action...
<input type="checkbox"/>	Juliette Reese	2757142	10/15/2014 5:54PM	External Applicant	050-Route					10/15/2014 7:13PM	Select Action...
<input type="checkbox"/>	Nicole Cloyd	2649828	10/05/2014 9:44AM	Employee	069-Preliminary Offer Decided					11/05/2014 8:19AM	Select Action...

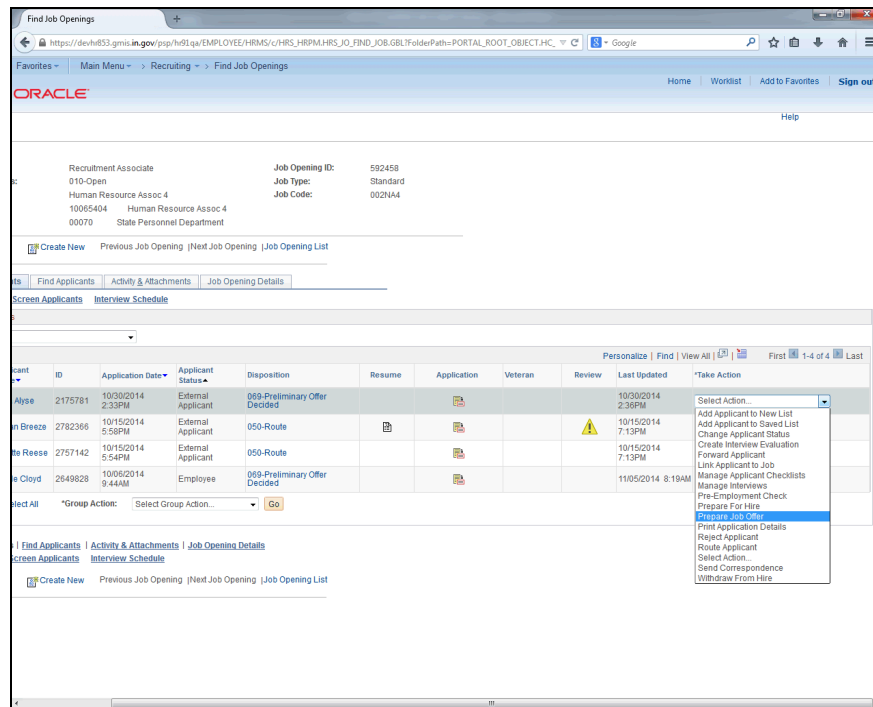
Select All Deselect All *Group Action: Select Group Action... Go

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants Screen Applicants Interview Schedule

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Step	Action
7.	Click on the Take Action list. <div> Select Action... </div>



Step	Action
8.	Click the Prepare Job Offer list item. <div> Prepare Job Offer </div>

Find Job Offerings

Manage Applicant: Laila Alyse

Prepare Job Offer

Applicant Name: Laila Alyse ID: 2175781 Date Entered: 10/30/2014

Posting Title: Recruitment Associate Job Opening ID: 592458

Job Opening Status: 010-Open Job Type: Standard

Position Number: 10065404 Human Resource Assoc 4 Job Code: 002N44

Business Unit: 00070 State Personnel Department

Offer

Save for Later Submit Delete Offer Cancel Return to Previous Page

Offer Details

Job Opening: 592458 Recruitment Associate

Business Unit: 00070

Position Number: 10065404 Human Resource Assoc 4

Job Code: 002N44

Offer Date: 11/06/2014

Desired Start Date:

Reports To: 10000242906 Heather Whitaker

Recruiter: 10000283482 Dawn Hay

Created By: Heather Whitaker

Status

*Status: 010-Extend

Offer Letter

Letter: Date Printed:

Generate Letter and Email Offer

Step	Action
9.	<p>All sections on this page must be complete. Most information will auto-populate based on the vacant PCN. Verify the accuracy of the Position Number and Reports To sections. If necessary, manually update these sections or utilize the magnifying glass lookup feature to find the appropriate information.</p> <p>Note: The Reports To: field must have an employee ID listed. Anyone with Hiring Manager access can be added to the Reports To: field. Typically, the individual listed in this field will be the direct supervisor for this position. However, for SPD, DCS and any agency defaulting to the SPD 00070 offer letter templates, please note that the name entered in the Reports To: field will be the signature in the letter.</p> <p>Note: If your agency designed an offer letter template that references the email address of a specific hiring manager, the email address that will populate will be that of the individual listed as the ‘primary’ Hiring Manager on the Hiring Team page of the job bank posting. If the email address should be different, change the primary hiring manager on the posting before completing the offer letter.</p> <p>Once the Position Number and Reports To fields have been verified for accuracy, enter the Desired State Date, which is the candidate’s first day of work and/or effective date.</p>

Find Job Openings

Manage Applicant: Laila Alyse

Prepare Job Offer

Applicant Name: Laila Alyse ID: 2175781 Date Entered: 10/30/2014

Posting Title: Recruitment Associate Job Opening ID: 592458

Job Opening Status: 010-Open Job Type: Standard

Job Title: Human Resource Assoc 4 Job Code: 002N44

Position Number: 10065404 Human Resource Assoc 4

Business Unit: 00070 State Personnel Department

Offer

Save for Later Submit Delete Offer Cancel Return to Previous Page

Offer Details

Job Opening: 592458 Recruitment Associate

Business Unit: 00070

Position Number: 10065404 Human Resource Assoc 4

Job Code: 002N44 Human Resource Assoc 4

Offer Date: 11/06/2014

Desired Start Date: 11/17/2014

Reports To: 10000242606 Heather Whitaker

Recruiter: 10000283482 Dawn Hay

Created By: Heather Whitaker

Status

*Status: 010-Extend

Offer Letter

Letter: Generate Letter and Email Offer Date Printed:

Job Offer Components

Comments

Added By: Last Updated By:

Step	Action
10.	<p>The Offer Date is the creation date of the offer letter, which will auto-populate.</p> <p>The *Status box should remain 010-Extend.</p> <p>Scroll down to view additional information.</p>

Find Job Openings

Manage Applicant: Laila Alyse

Prepare Job Offer

Applicant Name: Laila Alyse ID: 2175781 Date Entered: 10/30/2014

Posting Title: Recruitment Associate Job Opening ID: 592458

Job Opening Status: 010-Open Job Type: Standard

Job Title: Human Resource Assoc 4 Job Code: 002N44

Position Number: 10065404 Human Resource Assoc 4

Business Unit: 00070 State Personnel Department

Offer

Save for Later Submit Delete Offer Cancel Return to Previous Page

Offer Details

Job Opening: 592458 Recruitment Associate

Business Unit: 00070

Position Number: 10065404 Human Resource Assoc 4

Job Code: 002N44 Human Resource Assoc 4

Offer Date: 11/06/2014

Desired Start Date: 11/17/2014

Reports To: 10000242606 Heather Whitaker

Recruiter: 10000283482 Dawn Hay

Created By: Heather Whitaker

Status

*Status: 010-Extend

Offer Letter

Letter: Generate Letter and Email Offer Date Printed:

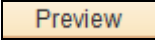
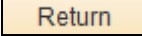
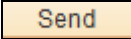

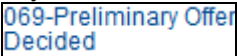

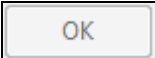
Job Offer Components

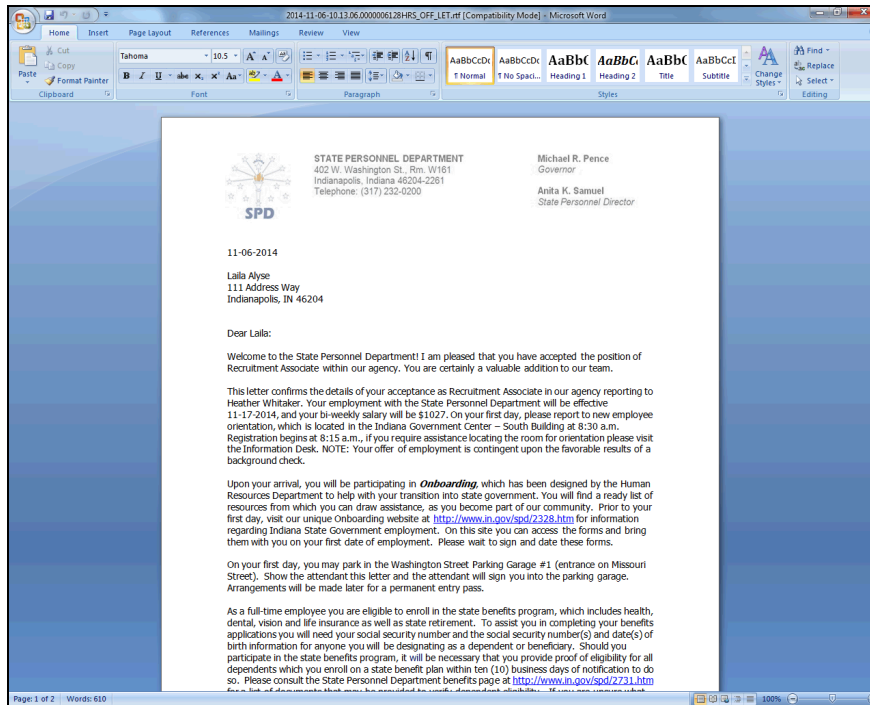
*Component	*Offer Amount	Currency	Frequency

Comments

Added By: Last Updated By:

Step	Action
11.	<p>Select the appropriate letter for the type of offer being extended (i.e. New Hire, Promotion, Transfer, PT/Intermittent, etc). The number of offer letter templates will vary by agency. The templates were designed by each agency/facility and can be updated as needed by the Talent Acquisition division.</p> <p>Examples:</p> <p>New Hires at IGC = IGC_Offer_Letter Intermittent/PT = INT_PT Promotion = Promo Transfer = Trans or Transfer External New Hire = External_Hire Job Reclassification = Job_Reclass Lateral Transfer = Lateral_Transfer Transfer Same \$ = Transfer_Same_Sal Voluntary Demotion = Vol_Demotion</p> <p>Click the Letter drop down list.</p> <div><input type="text"/></div>
12.	<p>Select the frequency of pay under Component drop down list.</p> <div><input type="text"/></div>
13.	<p>Enter the bi-weekly or hourly compensation offered in *Offer Amount box.</p> <p>Note: The frequency of pay does not pull into the letter, only the offer amount.</p>
14.	<p>Click the Submit button.</p> <p>Note: You can also click ‘Save for Later’ if you aren’t ready to complete the transaction at this point. Directions to complete a draft are detailed later in the training.</p> <div><input type="button" value="Submit"/></div>
15.	<p>Once submitted, click on the Generate Letter and Email Offer link under Offer Letter.</p> <div><input type="button" value="Generate Letter and Email Offer"/></div>
16.	<p>You will be directed to a new page where you will build the content of the email that will be sent to the candidate. From this page, you can preview the offer letter created, add/delete attachments, and enter the email subject and text.</p> <p>Email addresses that pre-populate are ‘Display’ only.</p> <p>Enter email Subject and Message text as this information does not pre-populate.</p> <p>Click in the *Subject field to enter a subject line for the offer letter. Next you will want to add content into the Message field. The email text should incorporate information that could not be included in the design of the offer letter such as Onboarding room location, 2nd day instructions, etc.</p>

Step	Action
17.	<p>If changes are necessary to the offer letter, you must cancel the transaction and Prepare Job Offer again with updated information. It is not recommended to make/save the changes and then send the manually updated letter within Outlook as there would be no PeopleSoft record of this transaction.</p> <p>Click the .rtf link in the attachment section to review the Offer Letter created.</p>
18.	<p>If appropriate, you can also add and delete attachments. Examples of appropriate attachments: campus map, parking facilities, finger printing directions, 2nd day directions, etc.</p>
19.	<p>Click the Preview button to review the email content.</p> <p></p>
20.	<p>Click the Return button.</p> <p></p>
21.	<p>Click the Send button once complete. This will initiate the automated email including the offer letter, all attachments, and email text to the candidate and recipients listed in the CC and BCC lines. The email you receive serves as a confirmation that the offer letter was sent successfully.</p> <p></p>
22.	<p>If necessary, you can review the offer letter history, access a copy of a sent letter, edit an offer letter 'saved for later' in draft status, or delete a saved/draft offer letter from the Manage Applicants page of the posting.</p> <p>Click the Return to Previous Page link.</p> <p></p>
23.	<p>To view the offer letter that was created/sent: Click the candidate's disposition (i.e. Applied, Route, Preliminary Offer Decided).</p> <p>For this example, click the 069-Preliminary Offer Decided link next to Laila Alyse.</p> <p></p>
24.	<p>Click on the Letter icon in the Disposition History section.</p> <p></p>
25.	<p>Click the OK button to view the word document.</p> <p></p>



Step	Action
26.	Review this document and click the Close button when done.

Step	Action
27.	Click the Return to Previous Page link. Return to Previous Page
28.	To complete an offer letter that you Saved for Later: Click the candidate's disposition (i.e. Applied, Route, Preliminary Offer Decided). For this example, click the 050-Route link next to the selected candidate's name. 050-Route
29.	Click the Offer link in the Disposition History section. Offer
30.	This will bring up the Offer details page for you to verify information, make any changes and then finalize the process as described. Click the Return to Previous Page link. Return to Previous Page
31.	To Delete an offer: Click the candidate's disposition (i.e. Applied, Route, Preliminary Offer Decided, Offer). For this example, click the 050-Route link next to the selected candidate's name. 050-Route

Find Job Openings

Manage Applicant: Ocean Breeze

Disposition Details: Offer

Applicant Name: Ocean Breeze ID: 2782366 Date Entered: 10/15/2014

Posting Title: Recruitment Associate Job Opening ID: 592458

Job Opening Status: 010-Open Job Type: Standard

Job Title: Human Resource Assoc 4 Job Code: 002H44

Position Number: 10065404 Human Resource Assoc 4

Business Unit: 00070 State Personnel Department

Save Return to Previous Page

Offer

Offer Details

Job Opening: 592458 Recruitment Associate

Business Unit: 00070

Position Number: 10065404 Human Resource Assoc 4

Job Code: 002H44 Human Resource Assoc 4

Offer Date: 10/15/2014

Desired Start Date: 11/17/2014

Reports To: 10000242608 Heather Whitaker

Recruiter: 10000283482 Dawn Hay

Created By: Heather Whitaker

Status

*Status: 005 Draft

Offer Letter

Letter: Date Printed:

Generate Letter and Email Offer

Job Offer Components

javascript:submitAction_win0(document.win0,'HRS_APP_RCM_WRK_HRS_MANAGE_APP_LNK');

Step	Action
32.	Scroll to the Disposition History section.

Find Job Openings

Oracle

Job Code: 002N44 ASSOC 4 Human Resource Assoc 4

Offer Date: 10/31/2014

Desired Start Date: 11/17/2014

Reports To: 10000242606 Heather Whitaker

Recruiter: 10000283462 Dawn Hay

Created By: Heather Whitaker

Status

*Status: 005 Draft

Offer Letter

Letter: Generate Letter and Email Offer

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Offer Biweekly	1027.00	USD	Biweekly

Comments

Added By:

Last Updated By:

Disposition History

Disposition	Status	Reason	Status Date	Offer ID
Offer	005 Draft		10/31/2014	22459

Edit Disposition Details

Save Return to Previous Page

javascript:submitAction_win0(document.win0.HRS_APP_RCM_WRK_HRS_MANAGE_APP_LNK);

Step	Action
33.	Click the Offer link in the Disposition History section. Offer
34.	Click the Delete Offer button. Note: The 'Delete Offer' option should be used for offer letters in 'draft' status only. Delete Offer
35.	Click the OK button. OK
36.	Click the Return to Previous Page link. Return to Previous Page
37.	End of Procedure.

Prepare for Hire

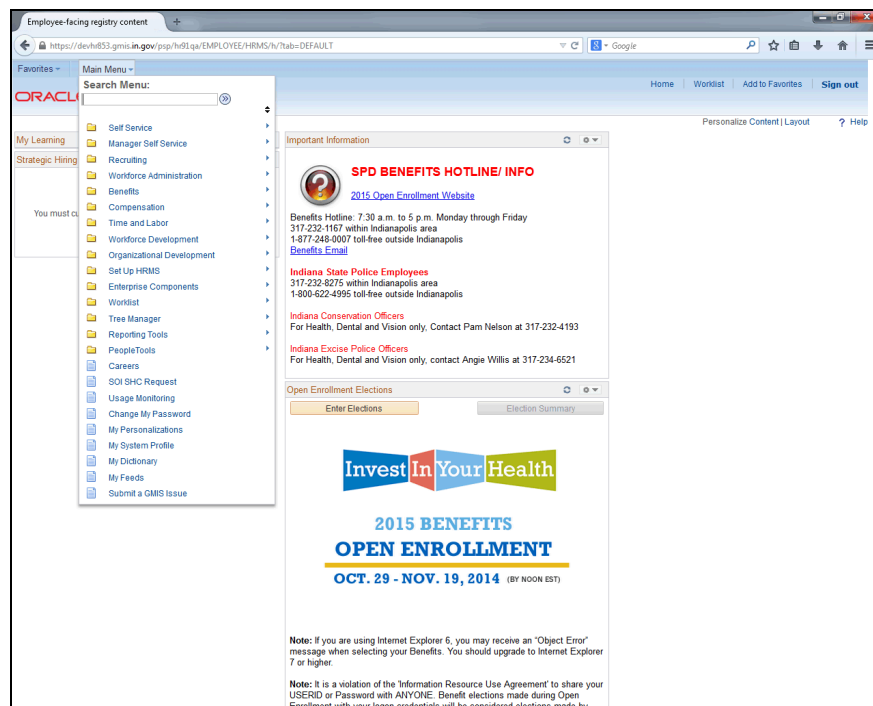
This section is used by Human Resources to begin the process to prepare a candidate for hire. Once the candidate has been prepared for hire, he/she will be placed in a list within PeopleSoft

Workforce Administration for processing by the SPD HR Data division who will finalize the hiring process.

PFH: External Candidate

The process for preparing candidates for hire differs slightly for external and internal candidates. This section details instructions for preparing external candidates for hire.

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. NOTE: Candidates must be prepared for hire using these steps via the Manage Applicants page of the posting. If other avenues are used (i.e. Find Applicants), HR Data will not receive appropriate workflow to finalize the hire. Recruiting
2.	Click the Find Job Openings link. Find Job Openings
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. Search

Step	Action
5.	Click the Job Title link. Recruitment Associate
6.	Click on the Disposition for the selected candidate. For this example, click the 069-Preliminary Offer Decided link. NOTE: If the Disposition isn't hyperlinked, click on the applicant's name, find the appropriate Job Opening and then click the Disposition. 069-Preliminary Offer Decided

The screenshot shows the Oracle HRMS 'Find Job Openings' page. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Manage Applicant: Laila Alyse' and 'Disposition Details: Offer'. Below this, there are fields for 'Applicant Name' (Laila Alyse), 'ID' (2175781), and 'Date Entered' (10/30/2014). A 'Print Job Opening' button is also visible. The 'Posting Title' is 'Recruitment Associate', 'Job Opening Status' is '019-Open', 'Job Opening ID' is '592458', 'Job Title' is 'Human Resource Assoc 4', 'Job Type' is 'Standard', 'Position Number' is '10065404', 'Job Code' is '002N44', and 'Business Unit' is '00070 State Personnel Department'. Below these fields are 'Save' and 'Return to Previous Page' buttons. The 'Offer' section contains a table with 'Offer Details' including 'Job Opening', 'Business Unit', 'Position Number', 'Job Code', 'Offer Date', 'Desired Start Date', 'Reports To', 'Recruiter', and 'Created By'. The 'Status' section shows '*Status' as '019-Extend'. The 'Offer Letter' section has a 'Letter' dropdown and a 'Date Printed' of '11/06/2014'. The 'Job Offer Components' section is at the bottom.

Step	Action
7.	Scroll down to view the Disposition Details.

Find Job Openings

https://devh533.gmis.in.gov/psp/h91qa/EMPLOYEE/HRMS/c/HRSM/HRMS_JO_FIND_JOE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC... Google

Favorites Main Menu Recruiting Find Job Openings

ORACLE Home Worklist Add to Favorites Sign out

Position Number: 10055404 Human Resource Assoc 4
 Job Code: 002N44 Human Resource Assoc 4
 Offer Date: 11/06/2014
 Desired Start Date: 11/17/2014
 Reports To: 10000242606 Heather Whitaker
 Recruiter: 10000283462 Dawn Hay
 Created By: Heather Whitaker

Status
 *Status: 010-Extend

Offer Letter
 Letter: Date Printed: 11/06/2014
 Generate Letter and Email Offer

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Offer Biweekly	1027.00	USD	Biweekly

Comments

Added By:
 Last Updated By:

Disposition History

Disposition	Status	Reason	Status Date	Offer ID	Letter
Offer	010-Extend		11/06/2014	22462	

Edit Disposition Details

Save Return to Previous Page

javascript:submitAction_win0(document.win0,HRMS_RDTL_DIS_WW5expand32);

Step	Action
8.	Click the triangle next to Edit Disposition Details to expand the section. 

Find Job Openings

https://devh533.gmis.in.gov/psp/h91qa/EMPLOYEE/HRMS/c/HRSM/HRMS_JO_FIND_JOE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC... Google

Favorites Main Menu Recruiting Find Job Openings

ORACLE Home Worklist Add to Favorites Sign out

Position Number: 10055404 Human Resource Assoc 4
 Job Code: 002N44 Human Resource Assoc 4
 Offer Date: 11/06/2014
 Desired Start Date: 11/17/2014
 Reports To: 10000242606 Heather Whitaker
 Recruiter: 10000283462 Dawn Hay
 Created By: Heather Whitaker

Status
 *Status: 010-Extend

Offer Letter
 Letter: Date Printed: 11/06/2014
 Generate Letter and Email Offer

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Offer Biweekly	1027.00	USD	Biweekly

Comments

Added By:
 Last Updated By:

Disposition History

Edit Disposition Details

Job Opening ID: 592458 Recruitment Associate
 *Status Code: 069-Preliminary Offer Decided
 Status Reason: Free Basic Checks
 Status Date: 10/30/2014

Step	Action
9.	Scroll down to view the details.

Find Job Openings

Recruiter: 10000203462 Dawn Hay
Created By: Heather Whitaker

Status
*Status: 010-Extend

Offer Letter
Letter: Date Printed: 11/06/2014
Generate Letter and Email Offer

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Offer Biweekly	1027.00	USD	Biweekly

Comments

Added By:
Last Updated By:

Disposition History

Edit Disposition Details

Job Opening ID: 592458 Recruitment Associate
*Status Code: 069-Preliminary Offer Decided
Status Reason: Free Basic Checks
Status Date: 10/30/2014
Contract Number:

Save Return to Previous Page

Step	Action
10.	Click the Status Code drop down list. 069-Preliminary Offer Decided

Find Job Openings

Recruiter: 10000203462 Dawn Hay
Created By: Heather Whitaker

Status
*Status: 010-Extend

Offer Letter
Letter: Date Printed: 11/06/2014
Generate Letter and Email Offer

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Offer Biweekly	1027.00	USD	Biweekly

Comments

Added By:
Last Updated By:

Disposition History

Edit Disposition Details

Job Opening ID: 592458 Recruitment Associate
*Status Code: 069-Preliminary Offer Decided
Status Reason: Free Basic Checks
Status Date: 10/30/2014
Contract Number:

Save Return to Previous Page

Step	Action
11.	Select the 071 Offer Accepted option. <div>071 Offer Accepted</div>

Step	Action
12.	Click the OK button in the error message. <div>OK</div>
13.	Click the Save button. <div>Save</div>
14.	Click the Return to Previous Page link. <div>Return to Previous Page</div>
15.	Click the Take Action drop down menu for the selected candidate. <div>Select Action...</div>

Find Job Openings

https://devh653.gmis.in.gov/psp/h9d1qa/EMPLOYEE/HRMS/c/HRMS_HRPM/HRMS_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.FHC...

Oracle

Home | Worklist | Add to Favorites | Sign out

Help

ing 360

Opening

Title: Recruitment Associate Job Opening ID: 592459

ing Status: 010-Open Job Type: Standard

Human Resource Assoc 4 Job Code: 002N44

Number: 10065404 Human Resource Assoc 4

Unit: 00070 State Personnel Department

Create New Previous Job Opening | Next Job Opening | Job Opening List

Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Applicants | Screen Applicants | Interview Schedule

Applicants

All

Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Review	Last Updated	*Take Action
Laila Alyse	2175781	10/30/2014 2:33PM	External Applicant	071 Offer Accepted					11/05/2014 1:03PM	Select Action...
Ocean Breeze	2782366	10/15/2014 5:58PM	External Applicant	050-Route					10/15/2014 7:13PM	Add Applicant to New List
Juliette Reese	2757142	10/15/2014 5:54PM	External Applicant	070-Offer					11/06/2014 10:47AM	Add Applicant to Saved List
Nicole Cloyd	2549828	10/05/2014 9:44AM	Employee	069-Preliminary Offer Decided					11/05/2014 8:19AM	Create Interview Evaluation

Delected All *Group Action: Select Group Action... Go

Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Applicants | Screen Applicants | Interview Schedule

Create New Previous Job Opening | Next Job Opening | Job Opening List

Prepare for Hire

Prepare Job Offer

Print Application Details

Reject Applicant

Route Applicant

Select Action...

Send Correspondence

Withdraw From Hire

Step	Action
16.	Click the Prepare for Hire option. Prepare For Hire
17.	Verify that the position number (PCN) that populates is the correct PCN for the selected applicant. If it is not correct, enter the correct position number or utilize the magnifying glass look-up feature if available.

Find Job Openings

Manage Applicant

Prepare For Hire

Laila Alyse

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

Prepare For Hire

Application Status: 071 Offer Accepted
 Status Last Updated: 10/30/2014
 Job Opening: 592458 Recruitment Associate
 Job Opening Type: Standard Requisition
 Position: 10065404 Human Resource Assoc 4
 Job Code: 002N44 Human Resource Assoc 4
 Compensation Rate: 0.000000
 Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/30/2014
 Applicant Type: External - New
 Type of Hire:
 Contract Number:
 Applicant ID:
 Verify Employee ID
 Employee ID not verified

Additional Hire Information

Hire Comments:
 Save & Submit Request to HR Cancel

Name Personalize | Find | View All | First 1 of 1 Last
 Last Name First Name Middle Name Alternate Character Name

Step	Action
18.	Enter the bi-weekly salary or hourly rate (whichever applies for the position).
19.	Enter the Start Date into the Start Date field or select it from the calendar.
20.	Click the drop down box for Type of Hire . <div> </div>

Find Job Openings

Manage Applicant

Prepare For Hire

Laila Alyse

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.


Prepare For Hire

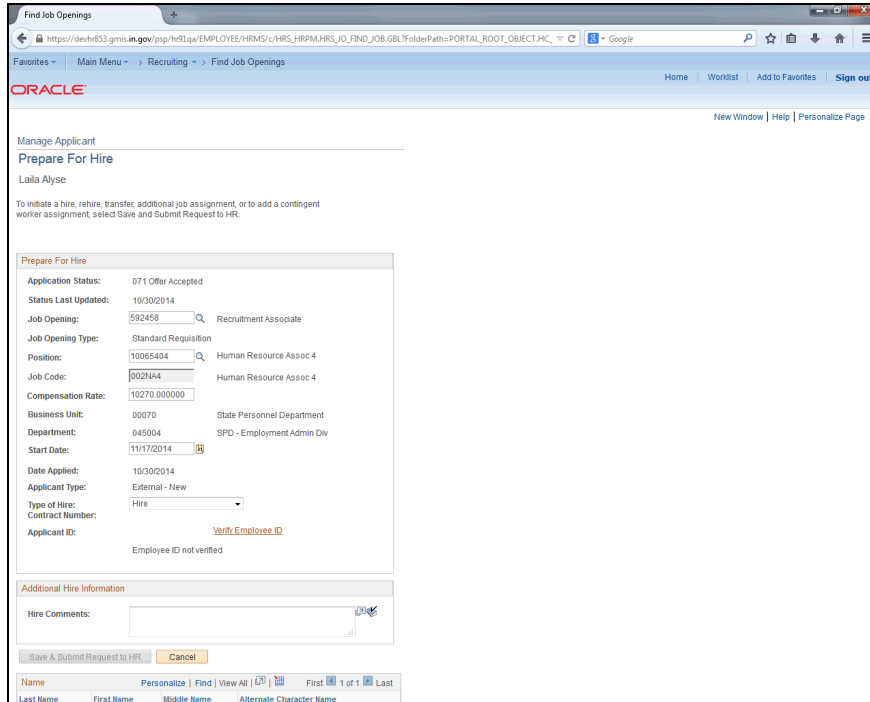
Application Status: 071 Offer Accepted
 Status Last Updated: 10/30/2014
 Job Opening: 592458 Recruitment Associate
 Job Opening Type: Standard Requisition
 Position: 10065404 Human Resource Assoc 4
 Job Code: 002N44 Human Resource Assoc 4
 Compensation Rate: 0.000000
 Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/30/2014
 Applicant Type: External - New
 Type of Hire:
 Contract Number:
 Applicant ID:
 Verify Employee ID
 Employee ID not verified

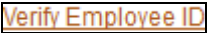
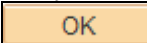
Additional Hire Information

Hire Comments:
 Save & Submit Request to HR Cancel

Name Personalize | Find | View All | First 1 of 1 Last
 Last Name First Name Middle Name Alternate Character Name

Step	Action
21.	<p>Choose Hire.</p> <p>NOTE: If the candidate you are preparing for hire is a former employee, select Rehire instead of Hire.</p> 



Step	Action
22.	<p>Click the Verify Employee ID link.</p> 
23.	<p>Click the OK button in the pop-up message box.</p> <p>NOTE: If the candidate you are preparing for hire is a former employee, click the Carry ID button and then click Return.</p> 
24.	<p>If any additional comments are necessary for HR Data to review prior to finalizing the hire, you can list them here. Examples include: requests for additional PPAF recipients (i.e. payroll), underfill notes with job code, etc.</p>

Find Job Openings

https://devh853.gmni.in.gov/ppg/h9l.qa/EMPLOYEE/HRMS/c/HRMS_HRPM-HRS_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Home | Worklist | Add to Favorites | Sign out

Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/30/2014
 Applicant Type: External - New
 Type of Hire: Hire
 Contract Number:
 Applicant ID: Verify Employee ID
 Employee ID verified

Additional Hire Information

Hire Comments:

Save & Submit Request to HR Cancel

Name Personalize Find View All First 1 of 1 Last

Last Name	First Name	Middle Name	Alternate Character Name
ALYSE	LAILA		

National ID Personalize Find View All First 1 of 1 Last

National ID	Primary ID
300000000	Y

Address Personalize Find View All First 1 of 1 Last

Address Line 1	City	State	Country	Postal Code	County
111 Address Way	Indianapolis	IN	USA	46204	

Date of Birth Personalize Find View All First 1 of 1 Last

Date of Birth
08/16/1980

Step	Action
25.	<p>Scroll down to ensure the following sections are complete and accurate before proceeding: First Name, Last Name, National ID, all Address fields, and Date of Birth.</p> <p>If all information is complete and accurate, click the Save & Submit Request to HR button. This completes the Prepare for Hire – External Candidate process. However, if any information is missing you will receive an error message notifying you to add this before you can proceed with finalizing the Prepare for Hire process.</p>

Find Job Openings

https://devh853.gmni.in.gov/ppg/h9l.qa/EMPLOYEE/HRMS/c/HRMS_HRPM-HRS_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Home | Worklist | Add to Favorites | Sign out

Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/30/2014
 Applicant Type: External - New
 Type of Hire: Hire
 Contract Number:
 Applicant ID: Verify Employee ID
 Employee ID verified

Additional Hire Information

Hire Comments:

Save & Submit Request to HR Cancel

Name Personalize Find View All First 1 of 1 Last

Last Name	First Name	Middle Name	Alternate Character Name
ALYSE	LAILA		

National ID Personalize Find View All First 1 of 1 Last

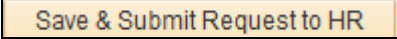
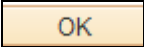
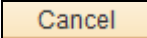
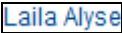
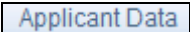


National ID	Primary ID
300000000	Y

Address Personalize Find View All First 1 of 1 Last

Address Line 1	City	State	Country	Postal Code	County
111 Address Way	Indianapolis	IN	USA	46204	

Date of Birth Personalize Find View All First 1 of 1 Last

Date of Birth
08/16/1980

Step	Action
26.	<p>The following steps provide instruction for updating these sections if necessary.</p> <p>Click the Save & Submit Request to HR button to review the error message.</p> 
27.	<p>In this example, the county is missing from the Address section.</p> <p>Review the error message and then click the OK button.</p> 
28.	<p>Click the Cancel button.</p> 
29.	<p>From the Manage Applicants page, click on the applicant's name.</p> <p>For this example, click the Laila Alyse link.</p> 
30.	<p>Click the Applicant Data tab.</p> 
31.	<p>If the Date of Birth or National ID (social security number) was missing, click the Eligibility & Identity link and enter information in the appropriate sections. Then click the Save icon.</p> <p>If the first name, last name or any part of the address was missing click the Contact link and enter the information in the appropriate sections. The County is missing from our example.</p> <p>Click the Contact link.</p> 
32.	<p>Select the appropriate County from the County drop down list.</p> 

Find Job Openings

Manage Applicant: Laila Alyse

Name: Laila Alyse Applicant Type: External Applicant
 Applicant ID: 2175781 POI Type: Unknown
 Contact: Email Status: 010-Active
 Phone: 317/222-3333 Address: 111 Address Way
 Email: hwhitaker@spd.in.gov Indianapolis, IN 46204

Take Action: Select Action... Go Previous Applicant Next Applicant Applicant List

Applicant Activity Contact Notes Applicant Data

Applications & Resumes Contact Verification Eligibility & Identity

*Applicant Type: External Applicant

Name

Name Format: English User Name: laila alyse
 Name Prefix: Change User Name

*First Name: *Last Name: *Middle Name: *Name Suffix:

Address

Country: Address 1: Address 2: Address 3: City: State: Postal: County:

Step	Action
33.	For this example, select Marion county. <div>Marion</div>

Find Job Openings

Manage Applicant: Laila Alyse

Name: Laila Alyse Applicant Type: External Applicant
 Applicant ID: 2175781 POI Type: Unknown
 Contact: Email Status: 010-Active
 Phone: 317/222-3333 Address: 111 Address Way
 Email: hwhitaker@spd.in.gov Indianapolis, IN 46204

Take Action: Select Action... Go Previous Applicant Next Applicant Applicant List

Applicant Activity Contact Notes Applicant Data

Applications & Resumes Contact Verification Eligibility & Identity

*Applicant Type: External Applicant



Name

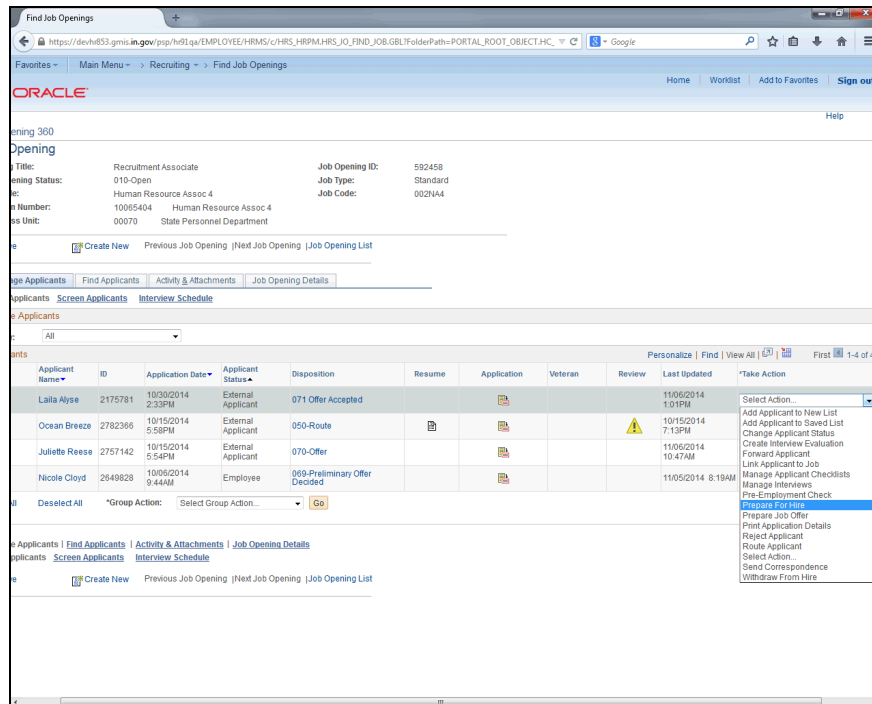
Name Format: English User Name: laila alyse
 Name Prefix: Change User Name


*First Name: Laila *Last Name: Alyse *Middle Name: *Name Suffix:

Address

Country: United States Address 1: 111 Address Way Address 2: Address 3: City: Indianapolis State: Indiana Postal: 46204 County: Marion

Step	Action
34.	Click the Save icon. 
35.	Once all information has been entered, click the Applicant List to return to the Manage Applicants page. Applicant List
36.	Click the Take action drop down menu for the selected candidate. 



Step	Action
37.	Select the Prepare for Hire list item. 
38.	Verify that the position number (PCN) that populates is the correct PCN for the selected applicant. If it is not correct, enter the correct position number or utilize the magnifying glass look-up feature if available.

Find Job Openings

Manage Applicant

Prepare For Hire

Laila Alyse

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

Prepare For Hire

Application Status: 071 Offer Accepted
 Status Last Updated: 10/30/2014
 Job Opening: 592458 Recruitment Associate
 Job Opening Type: Standard Requisition
 Position: 10065404 Human Resource Assoc 4
 Job Code: 002N44 Human Resource Assoc 4
 Compensation Rate: 0.000000
 Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/30/2014
 Applicant Type: External - New
 Type of Hire:
 Contract Number:
 Applicant ID: [Verify Employee ID](#)
 Employee ID not verified

Additional Hire Information

Hire Comments:
[Save & Submit Request to HR](#) [Cancel](#)

Name [Personalize](#) | [Find](#) | [View All](#) | [1 of 1](#) | [Last](#)

Last Name First Name Middle Name Alternate Character Name

Step	Action
39.	Enter the bi-weekly salary or hourly rate (whichever applies for the position).
40.	Enter the Start Date into the Start Date field or select it from the calendar.
41.	Click the Type of Hire drop down list. <div> <input type="text" value="Hire"/> </div>

Find Job Openings

Manage Applicant

Prepare For Hire

Laila Alyse

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

Prepare For Hire


Application Status: 071 Offer Accepted
 Status Last Updated: 10/30/2014
 Job Opening: 592458 Recruitment Associate
 Job Opening Type: Standard Requisition
 Position: 10065404 Human Resource Assoc 4
 Job Code: 002N44 Human Resource Assoc 4
 Compensation Rate: 1027.000000
 Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/30/2014
 Applicant Type: External - New
 Type of Hire: **Hire**
 Contract Number:
 Applicant ID: [Verify Employee ID](#)
 Employee ID not verified

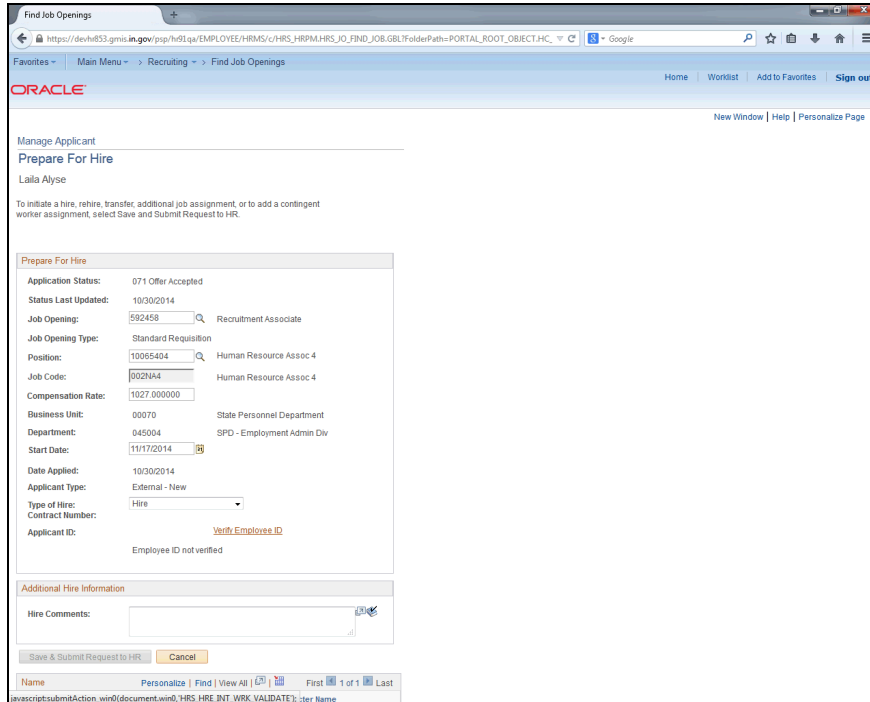
Additional Hire Information

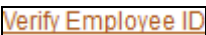
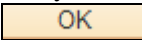
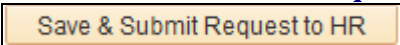
Hire Comments:
[Save & Submit Request to HR](#) [Cancel](#)

Name [Personalize](#) | [Find](#) | [View All](#) | [1 of 1](#) | [Last](#)

Last Name First Name Middle Name Alternate Character Name

Step	Action
42.	<p>Select the Hire list option.</p> <p>NOTE: If the candidate you are preparing for hire is a former employee, select Rehire instead of Hire.</p> 

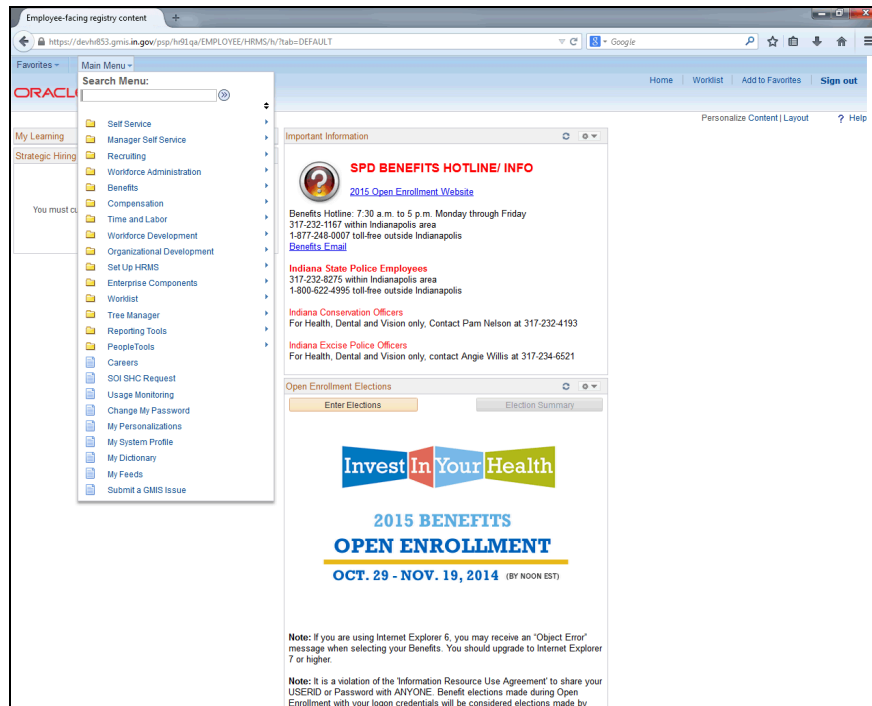


Step	Action
43.	<p>Click the Verify Employee ID link.</p> 
44.	<p>Click the OK button in the pop-up message box.</p> <p>NOTE: If the candidate you are preparing for hire is a former employee, click the Carry ID button and then click Ok.</p> 
45.	<p>Click the Save & Submit Request to HR button.</p> 
46.	<p>End of Procedure.</p>


PFH: Internal Candidate

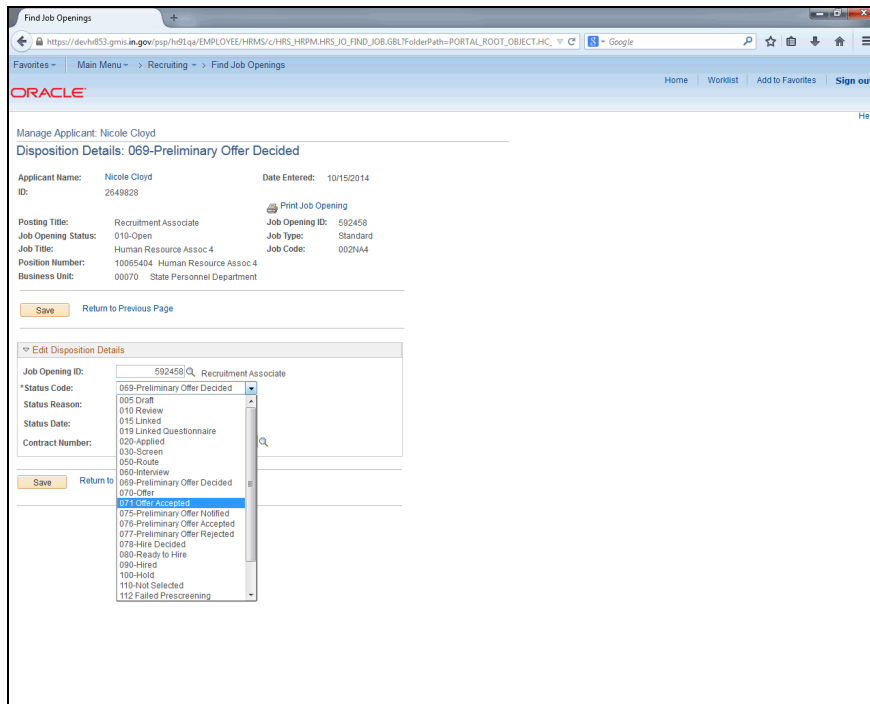
The process for preparing candidates for hire differs slightly for external and internal candidates. This section details instructions for preparing internal candidates for hire.

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. NOTE: Candidates must be prepared for hire using these steps via the Manage Applicants page of the posting. If other avenues are used (i.e. Find Applicants), HR Data will not receive appropriate workflow to finalize the hire. Recruiting
2.	Click the Find Job Openings link. Find Job Openings
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. Search
5.	Click the Job Title link. Recruitment Associate

Step	Action
6.	<p>Click on the Disposition for the selected candidate.</p> <p>For this example, click the 069-Preliminary Offer Decided link.</p> <p>NOTE: If the Disposition isn't hyperlinked, click on the applicant's name, find the appropriate Job Opening and then click the Disposition.</p> <p>069-Preliminary Offer Decided</p>
7.	<p>Click the triangle next to Edit Disposition Details to expand the section.</p> <p></p>
8.	<p>Click the Status Code drop down list.</p> <p>069-Preliminary Offer Decided ▼</p>



Find Job Openings

Manage Applicant: Nicole Cloyd

Disposition Details: 069-Preliminary Offer Decided

Applicant Name: Nicole Cloyd Date Entered: 10/15/2014
ID: 2549828

Posting Title: Recruitment Associate Job Opening ID: 592458
Job Opening Status: 010-Open Job Type: Standard
Job Title: Human Resource Assoc 4 Job Code: 002NA4
Position Number: 10065404 Human Resource Assoc 4
Business Unit: 00070 State Personnel Department

Save Return to Previous Page

Edit Disposition Details

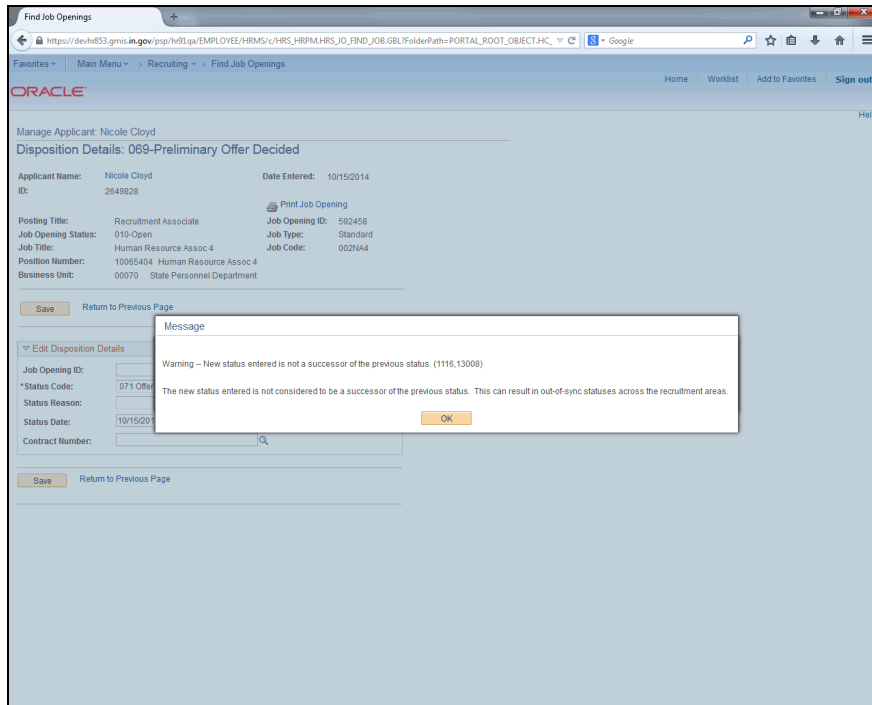
Job Opening ID: 592458 Recruitment Associate

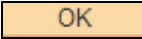
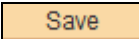
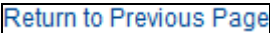

*Status Code: 069-Preliminary Offer Decided

Status Reason: 005 Draft
010 Review
015 Linked
019 Linked Questionnaire
020-Applied
030-Screen
050-Route
060-Interview
069-Preliminary Offer Decided
070-Offer
071 Offer Accepted
075-Preliminary Offer Notified
076-Preliminary Offer Accepted
077-Preliminary Offer Rejected
078-Hire Decided
080-Ready to Hire
090-Hired
100-Hold
110-Not Selected
112 Failed Prescreening

Save Return to Previous Page

Step	Action
9.	<p>Select the 071 Offer Accepted option.</p> <p>071 Offer Accepted</p>



Step	Action
10.	Click the OK button in the error message. 
11.	Click the Save button. 
12.	Click the Return to Previous Page link. 
13.	Click the Take Action drop down menu for the selected candidate. 

Find Job Openings

https://devh833.gmii.in.gov/psp/h91qa/EMPLOYEE/HRMS/c/HRMS_HRPM/HRMS_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Oracle

Home | Worklist | Add to Favorites | Sign out

Help

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Status: 010-Open Recruitment Associate Job Opening ID: 592458
 Human Resource Assoc 4 Job Type: Standard
 10065404 Human Resource Assoc 4 Job Code: 002N44
 00070 State Personnel Department

Create New Previous Job Opening Next Job Opening Job Opening List

Find Applicants Activity & Attachments Job Opening Details

Screen Applicants Interview Schedule

All

Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Review	Last Updated	*Take Action
Laila Alyse	2175781	10/30/2014 2:33PM	External Applicant	071 Offer Accepted					11/06/2014 1:01PM	Select Action...
Ocean Breeze	2782366	10/15/2014 5:58PM	External Applicant	050-Route					10/15/2014 7:13PM	Select Action...
Juliette Reese	2757142	10/15/2014 5:54PM	External Applicant	070-Other					11/06/2014 10:47AM	Select Action...
Nicole Cloyd	2649828	10/06/2014 9:44AM	Employee	071 Offer Accepted					11/06/2014 2:54PM	Select Action...

Deselect All *Group Action: Select Group Action... Go

Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Screen Applicants Interview Schedule

Create New Previous Job Opening Next Job Opening Job Opening List

Take Action

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluation
- Forward Applicant
- Link Applicant to Job
- Manage Applicant Checklists
- Manage Interviews
- Pri-Employment Check
- Prepare for Hire**
- Reject Applicant
- Route Applicant
- Select Action...
- Send Correspondence
- Withdraw From Hire

Step	Action
14.	Click the Prepare for Hire option. <div>Prepare For Hire</div>
15.	Verify that the position number (PCN) that populates is the correct PCN for the selected applicant. If it is not correct, enter the correct position number or utilize the magnifying glass look-up feature if available.

Find Job Openings

https://devh833.gmii.in.gov/psp/h91qa/EMPLOYEE/HRMS/c/HRMS_HRPM/HRMS_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Oracle

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Manage Applicant

Prepare For Hire

Nicole Cloyd

To initiate a hire, rehires, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

Prepare For Hire

Application Status: 071 Offer Accepted

Status Last Updated: 10/15/2014

Job Opening: 592458 Recruitment Associate

Job Opening Type: Standard Requisition

Position: 10065404 Human Resource Assoc 4

Job Code: 002N44 Human Resource Assoc 4

Compensation Rate: 0.000000

Business Unit: 00070 State Personnel Department

Department: 045004 SPD - Employment Admin Div

Start Date: 10/06/2014

Date Applied: 10/06/2014

Applicant Type: Internal - Employee

Type of Hire: Internal - Employee

Contract Number: 10000295875 Verify Employee ID

Applicant ID: Employee ID not verified



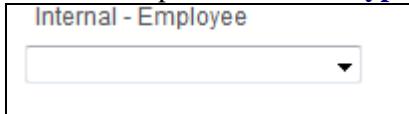
Additional Hire Information

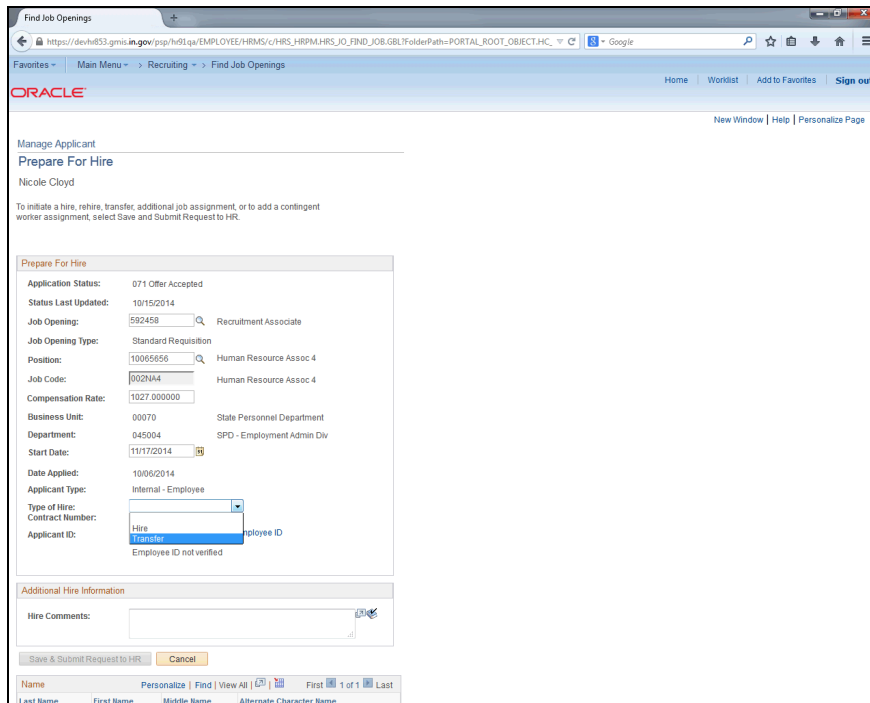
Hire Comments:

Save & Submit Request to HR Cancel

Name Personalize Find View All First 1 of 1 Last

Last Name First Name Middle Name Alternate Character Name

Step	Action
16.	Click the Magnifying Glass icon. 
17.	For this example, select the 10065656 Position Number link. 
18.	Enter the bi-weekly salary or hourly rate (whichever applies for the position).
19.	Enter the Start Date into the Start Date field or select it from the calendar.
20.	Click the drop down box for Type of Hire . 



Find Job Openings

https://devh833.gmis.in.gov/psp/h01qa/EMPLOYEE/HRMS/c/HRP_MHR_JO_FIND_JOB.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC...

Oracle

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Manage Applicant

Prepare For Hire

Nicole Cloyd

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

Prepare For Hire

Application Status: 071 Offer Accepted

Status Last Updated: 10/15/2014

Job Opening: 592458 Recruitment Associate

Job Opening Type: Standard Requisition

Position: 10065656 Human Resource Assoc 4

Job Code: 002N44 Human Resource Assoc 4

Compensation Rate: 1027.000000

Business Unit: 00070 State Personnel Department

Department: 045004 SPD - Employment Admin Div

Start Date: 11/17/2014

Date Applied: 10/06/2014

Applicant Type: Internal - Employee

Type of Hire: Internal - Employee

Contract Number: Hire

Applicant ID: Transfer Employee ID not verified


Additional Hire Information

Hire Comments:

Save & Submit Request to HR Cancel

Name Personalize | Find | View All | First 1 of 1 Last

Last Name First Name Middle Name Alternate Character Name

Step	Action
21.	Choose Transfer . 

Manage Applicant
Prepare For Hire
 Nicole Cloyd

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

Prepare For Hire


Application Status: 071 Offer Accepted
 Status Last Updated: 10/15/2014
 Job Opening: 592458 Recruitment Associate
 Job Opening Type: Standard Requisition
 Position: 10065656 Human Resource Assoc 4
 Job Code: 002NA4 Human Resource Assoc 4
 Compensation Rate: 1027.00000
 Business Unit: 00070 State Personnel Department
 Department: 045004 SPD - Employment Admin Div
 Start Date: 11/17/2014
 Date Applied: 10/06/2014
 Applicant Type: Internal - Employee
 Type of Hire: Transfer
 Contract Number:
 Applicant ID: 10000295875 [Verify Employee ID](#)
 Reason: Employee ID not verified

Additional Hire Information

Hire Comments:

[Save & Submit Request to HR](#) [Cancel](#)

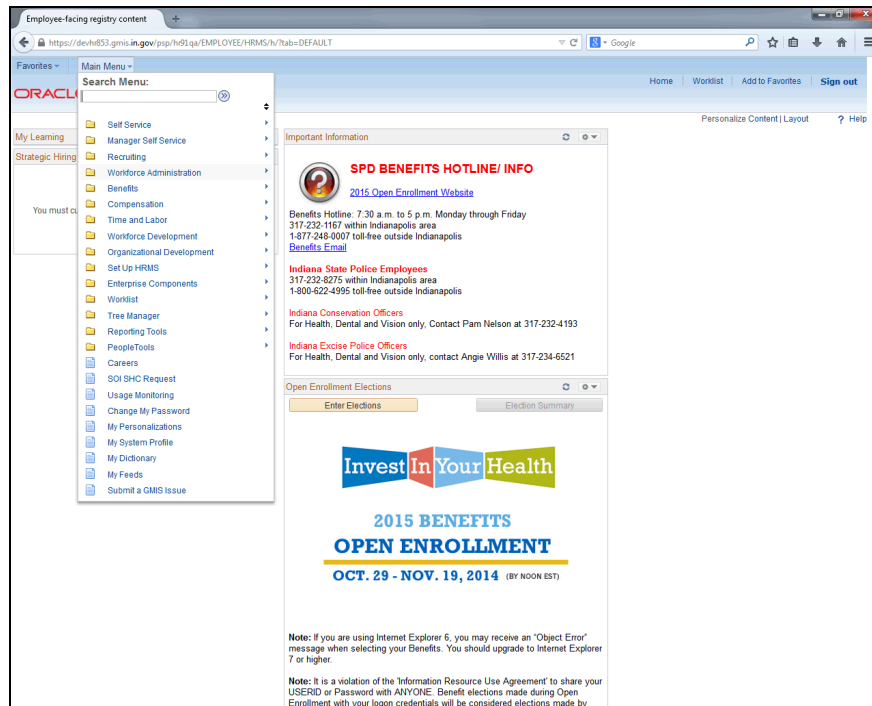
Name Personalize | Find | View All | First 1 of 1 Last



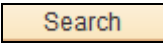

Step	Action
22.	Click the Verify Employee ID link. Verify Employee ID
23.	Click the Carry ID button. Carry ID
24.	Click the Return button. Return
25.	Enter the Reason for Transfer . Click the Magnifying Glass icon. 
26.	For this example, select the LSA (Lateral Transfer Same Agency) link. LSA
27.	If any additional comments are necessary for HR Data to review prior to finalizing the hire, you can list them here. Examples include: requests for additional PPAF recipients (i.e. payroll), underfill notes with job code, etc.
28.	Ensure the following sections are complete and accurate before proceeding: First Name, Last Name, National ID, all Address fields, and Date of Birth. If any information is missing or inaccurate, contact the Talent Acquisition division. If all information is complete and accurate, click the Save & Submit Request to HR button. Save & Submit Request to HR

PFH: Withdraw from Ready to Hire

Once a candidate has been prepared for hire, he/she can be withdrawn from hire should this be necessary due to error of any kind assuming the candidate still has the disposition of 080-Ready to Hire. If the candidate has the disposition of 090-Hired, you must contact HR Data. This section details instructions for withdrawing a candidate from 080-Ready to Hire.

Procedure



Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link.
6.	Find the candidate that needs to be withdrawn from 080-Ready to Hire and click the Take Action drop down list. 

Find Job Openings

Oracle

Home | Worklist | Add to Favorites | Sign out

Help

Opening 360

Opening

Job Title: Recruitment Associate Job Opening ID: 592458
 Opening Status: 010-Open Job Type: Standard
 Title: Human Resource Assoc 4 Job Code: 002N44
 Position Number: 10095404 Human Resource Assoc 4
 Business Unit: 00070 State Personnel Department

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Manage Applicants Screen Applicants Interview Schedule

Key: All

Applicant Name	ID	Application Date	Applicant Status	Disposition	Resume	Application	Veteran	Review	Last Updated	*Take Action
Laila Alyse	2175781	10/30/2014 2:33PM	External Applicant	071 Offer Accepted					11/06/2014 1:01PM	Select Action...
Ocean Breeze	2782366	10/15/2014 5:58PM	External Applicant	050-Route					10/15/2014 7:13PM	Select Action...
Juliette Reese	2757142	10/15/2014 5:54PM	External Applicant	070-Offer					11/06/2014 10:47AM	Select Action...
Nicole Cloyd	2649828	10/06/2014 9:44AM	Employee	080-Ready to Hire					11/06/2014 2:58PM	Select Action...

Group Action: Select Group Action... Go

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Manage Applicants Screen Applicants Interview Schedule

Save Create New Previous Job Opening | Next Job Opening | Job Opening List

Select Action...

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluation
- Forward Applicant
- Link Applicant to Job
- Manage Applicant Checklists
- Manage Interviews
- Pre-Employment Check
- Prepare For Hire
- Prepare Job Offer
- Print Application Details
- Reject Applicant
- Route Applicant
- Select Action...
- Send Correspondence
- Withdraw From Hire

Step	Action
7.	Select the Withdraw From Hire option. <div>Withdraw From Hire</div>

Find Job Openings

Oracle

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Manage Applicant: Nicole Cloyd

Withdraw from Hire

Applicant ID: 2649828

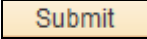
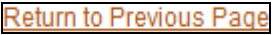
Withdraw from Hire

Status: 120-Withdrawn

Status Date: 11/06/2014

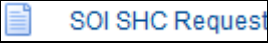
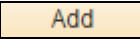




Status Reason:

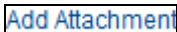
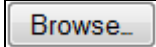
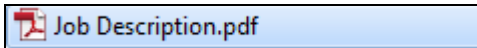
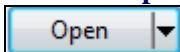
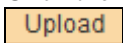
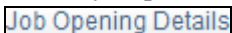

Submit Cancel







Step	Action
8.	Click the Submit button. 
9.	This window is confirmation of a successful withdraw. Click the Return to Previous Page link. 
10.	End of Procedure.

Appendices: Job Aids/Quick Step Guides

Appendix A: SHC Vacancy Request

Step	Action
1.	From the Main Menu, click the SOI SHC Request menu. 
2.	Click the Add button. 
3.	Select Vacancy from the Reason for Request drop down menu. 
4.	Enter the desired information into the Position Number Required field.
5.	Press [Tab] to populate information.
6.	To complete the SHC Vacancy request you must indicate if this position is necessary for the operation of the agency. Click Yes or No from the required list box. 
7.	To complete the SHC Vacancy request you must indicate if this position provides protection of life and property. Click Yes or No from the required list box. 
8.	To complete the SHC Vacancy request you must indicate if this position generates revenue. Click Yes or No from the required list box. 
9.	Vacancy requests require the submission of a detailed narrative. Please be sure to provide adequate information in your narration. If a position is showing an incumbent in the PeopleSoft system, please include in your narration the date the position became (or will become) vacant. Provide a justification in the Comment field if any question was answered with YES.

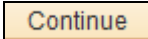
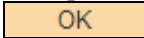


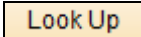
Step	Action
10.	<p>Please indicate the source of funding for the position. Multiple funding sources may be indicated such as split funding between the General, Federal and Dedicated funding sources. The source of funding would be provided by your controller. In this instance, if the position had split funding between the General Fund and Federal Fund, you would enter 16,874 into the General Fund Salary field and 16,874 into the Federal Fund Salary field.</p> <p>Enter the desired information into the General Fund Salary field.</p>
11.	Press [Tab] to populate information.
12.	Enter the desired information into the Telephone field.
13.	<p>In order to accurately service the needs of the agency it is essential that the necessary documentation be included with EACH request. A Budget Impact Statement is required for all transactions that involve a change in funds or fund centers.</p> <p>If the request will result in a change in your organizational structure, you will need to provide an organizational chart showing the current structure and one with the new proposed structure.</p> <p>Above Minimum, Policy Exception, Salary Adjustment or Executive Hires require the submission of a current application or resume.</p> <p>Click the Add Attachment link.</p> 
14.	<p>Click the Browse... button to select the file to upload.</p> 
15.	<p>Select the document that needs to be attached to this request.</p> 
16.	<p>Click the Open button.</p> 
17.	<p>Click the Upload button.</p> 
18.	<p>Click the Job Opening Details tab to add posting information into the SHC Vacancy request.</p> 
19.	<p>Enter the desired information into the Posting Title field (i.e. working title). This will be the title that is displayed on the job bank posting and the automated offer letter. The Posting Title is required to submit the vacancy request.</p>
20.	<p>Click the Maximize button to enlarge the Job Description field.</p> <p>NOTE: Expanding your view is optional. You are welcome to enter information in the small view without expanding the page.</p> 

Step	Action
21.	Enter the Job Description (i.e. Purpose of Position/Summary) for the posting. NOTE: Job descriptions should be an At-A-Glance view of the job. Please be as brief as possible.
22.	After you have entered the job description you can select the Minimize button to return to the Job Opening Details main page. 
23.	Click the Maximize button to enlarge the Responsibilities field. NOTE: This section is optional if it is an agency practice to list the essential duties in the posting. 
24.	Enter the Responsibilities (i.e. Essential Duties) for the posting.
25.	After you have entered the responsibilities you can select the Minimize button to return to the Job Opening Details main page. 
26.	Click the Maximize button to enlarge the Preferred Experience field. 
27.	Review the auto-populated information in the Preferred Experience section and edit if necessary. NOTE: A Preferred Experience statement will not auto-populate for any job code that does not have a standard statement stored in PeopleSoft (i.e. EXBB, formerly non-merit job codes, etc). If you know what the manager would like to list as the Preferred Experience statement, list it. If not, it can be listed when the job opening is created. Contact the Talent Acquisition division with questions. Click in the Preferred Experience text box and add any additional information.
28.	After you have reviewed and/or edited the information in this section, click the Minimize Screen button. 
29.	NOTE: Standard statements populate into the Benefits section (for full-time regular positions only) and the Equal Employment Opportunity section. To add additional information to either of these sections, repeat the steps listed above.
30.	Click the Add Recruiters link. Enter the name of the agency recruiter or use the lookup feature to search for this person. To add more than one Recruiter, repeat these steps. NOTE: The Recruiter field is required to submit the vacancy request. 

Step	Action
31.	Enter the desired information into the field.
32.	Press [Tab] to populate information.
33.	<p>Click the Add Hiring Managers link.</p> <p>Enter the name of the hiring manager for this position or the individual that will be tasked with creating the job bank posting. If necessary, utilize the lookup feature to search for this person. The individual listed in this field must have Hiring Manager access within PeopleSoft Talent Manager. To add more than one Hiring Manager, repeat these steps.</p> <p>Add Hiring Managers</p>
34.	Enter the desired information into the field.
35.	Press [Tab] to populate information.
36.	<p>Click the Add Interested Parties link.</p> <p>Enter the name of Interested Party or utilize the lookup feature to search for this person. To add more than one Interested Party, repeat these steps.</p> <p>NOTE: This field is optional and is best utilized for individuals that are not required to create a job bank posting but will review applications via PeopleSoft or will be a part of the interview team. To review applications, individuals must have Hiring Manager access even if they are only listed as Interested Parties.</p> <p>Add Interested Parties</p>
37.	Enter the desired information into the field.
38.	Press [Tab] to populate information.
39.	<p>Click the Save and Submit button.</p> <p>NOTE: Once the vacancy request has been approved by the Strategic Hiring Committee, the Originator and individuals listed as Recruiter(s), Hiring Manager(s), and Interested Party(s) will receive appropriate workflow.</p> <p>Save and Submit</p>
40.	End of Procedure.

Appendix B: Create New Job Opening



Step	Action
1.	<p>From the Main Menu, click the Recruiting link.</p> <p>Recruiting</p>
2.	<p>Click the Create New Job Opening link.</p> <p>Create New Job Opening</p>
3.	In the Business Unit Field, enter your agency Business Unit.

Step	Action
4.	Press [Tab] to populate the information.
5.	In the position field, enter the position number (PCN) for the vacancy. NOTE: The position number must be approved by the Strategic Hiring Committee (SHC).
6.	Press [Tab] .
7.	Click the Continue button. NOTE: Do not click 'Save as Draft' or 'Save and Submit' until after reviewing the information provided within the Posting Info. tab. 
8.	Review the information on this page (Job Info tab). If you are posting more than one position, click in the Target Openings field and enter the number of positions to be associated to the requisition. If you are only posting one position, make no changes to the Target Openings or Available Openings fields.
9.	Tab out of the field. You will receive a warning message if head count is different from position, click the OK button. 
10.	Scroll to the section titled positions and click the Add Positions link. 
11.	Click the Magnifying Glass icon. 
12.	In Position Number field enter the next position number that has been approved by the Strategic Hiring Committee.
13.	Click the Look Up button. 
14.	To add more position numbers follow these steps until all approved positions have been added. Make sure the number in the Target Openings matches the number of position numbers you have entered into the list. If this is a field position, it may not have an associated Recruiting Location . To add a Recruiting Location, click the Magnifying Glass icon to find an appropriate location. No changes are necessary if there is already a Recruiting Location listed. NOTE: Should you wish to add multiple recruiting locations (i.e. this position covers a territory of numerous counties, etc) change the Openings to Fill from Limited to Unlimited. Then under Recruiting Locations, click the Add Additional Locations link and add as many locations as necessary.
15.	OPTIONAL: At the bottom of the page, enter the name of the Employees Being Replaced exactly as it is in PeopleSoft. Click the Magnifying Glass icon to search by Employee ID if necessary.
16.	Press [Tab] to populate the information.

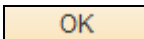
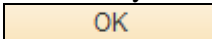
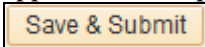
Step	Action
17.	Click the Next Step link. Next Step
18.	Review the information on the Min Requirements page; however, make no changes. Click the Next Step link. Next Step
19.	At this time we are not using the competencies page. Click the Next Step link. Next Step
20.	Click the link with the vacancy's posting title found in the blue Job Postings section. This Posting Title was entered when the vacancy request was submitted to the Strategic Hiring Committee. Click the Human Resources Generalist 2 - Benefits link. NOTE: You <u>must</u> click the link before clicking 'Save as Draft' or 'Save and Submit'. Otherwise, the posting information added during the vacancy request process will not populate. Human Resources Generalist 2 - Benefits
21.	Review the information listed in the sections on this page: Posting Title, Equal Employment Opportunity, Benefits, Preferred Experience, Responsibilities (if listed), and Job Description. Edit as necessary; however, all full-time postings should include each of these sections with the exception of Responsibilities. If no Responsibilities are listed/ needed to be listed for this posting, you can remove this blank section by clicking the trash can icon in the top right corner of the Responsibilities section. NOTE: All sections will default with a view of Internal and External meaning any applicant can apply. Should you wish the posting to be viewed by only internal State employees, change all sections to Internal Only. External Only is not recommended. Internal applicants should always be given the opportunity to apply to all positions. NOTE: If nothing pre-populates on this page, this means that the position was submitted to the Strategic Hiring Committee as something other than as a Vacancy Request (i.e. reclassification, etc) or you've already clicked the 'Save as Draft' or 'Save and Submit' button. If your vacancy was submitted as something other than as a Vacancy Request, you will need to build your posting from scratch. Contact your recruiter for a quick step guide. If you had already clicked the 'Save as Draft' or 'Save and Submit' buttons, you will need to start over from step 1 of this Create New Job Opening process.

Step	Action
22.	<p>If necessary you can add a section that isn't listed. Typical uses of other Posting Descriptions/Description Types:</p> <p>Additional Comments- Use this if there is something out of the ordinary about the job. For example, 'Successful candidate will be on call for 24 hours a day, three days a week.'</p> <p>Hire Salary- Use this if you have been authorized to hire above the minimum salary.</p> <p>Other Information- This field should only be an option for DNR and DOC per agency practice.</p> <p>To add a section that is not listed, click the Add Posting Descriptions link. Add Posting Descriptions</p>
23.	Click the Visible list and select the option that matches the other sections.
24.	<p>Click the Description Type list and select the appropriate option.</p> <p>For this example, we will select Hire Salary and then add the additional information into the Description Field.</p>
25.	To add another section, repeat these steps. After you have reviewed and/or edited all necessary posting information, scroll down to the Posting Destination section.
26.	<p>Review the listed posting destinations and make any necessary changes. If no changes are made, your job opening will be posted to both internal and external candidates starting on the day the recruiter approves the posting and will expire after 14 calendar days. If you would like to change the amount of time your job is posted to the job bank, change the Posting Duration (Days) section to a more appropriate number. Contact your agency Recruiter with questions.</p> <p>NOTE: If you changed your Visible fields to Internal Only, you will need to delete the line for External by clicking the Trash Can icon.</p>
27.	<p>Click the Preview button to review the posting as an applicant will view it.</p> <p>Preview</p>
28.	<p>Review the information on this page and then click the Return to Previous Page link</p> <p>Return to Previous Page</p>
29.	<p>Click the OK button.</p> <p>OK</p>
30.	<p>Click the Next Step link.</p> <p>Next Step</p>

Step	Action
31.	<p>If you serve as recruiter for your assigned agency, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager beginning with the Education/Experience page.</p> <p><i>For this posting example, the preferred experience statement is: Four (4) years work experience in human resources management including: compensation; benefits; employee relations; employment law; affirmative action; recruiting; or human resource development and/or retail management; plant management; field supervisory experience; or accredited college training in a related field.</i></p> <p>In the Work Experience & Education section, each level of education has been provided for you. Based on the preferred experience statement for this example, education can be substituted for related work experience. The education to work experience substitution equation is as follows:</p> <p>Associates degree = 2 years of work experience Bachelors degree = 4 years of work experience Masters degree or higher = 6 years of work experience*</p> <p>*Six years is the highest education substitution permitted even if the candidate possesses a degree higher than a Master's level degree.</p> <p>Using this equation, enter the appropriate amount of work experience next to each education level.</p>
32.	<p>In this example, if a candidate has listed an Associate's degree as his highest level of education, his related degree will substitute for two (2) years of related work experience. This candidate should still possess at least two (2) years of work experience to meet the preferred experience statement for our example. However, as a reminder if a candidate doesn't have the education and/or experience listed in the preferred experience statement but the hiring manager feels the candidate possesses the knowledge, skills and/or ability to perform the necessary functions of the position and can justify the hiring decision should that become necessary, the Talent Acquisition Division recommends that the hiring manager should be allowed to consider this candidate for hire.</p>
33.	<p>No other changes should be made to the Education/Experience tab. If specific educational degrees or professional licenses are required for the position, appropriate screening questions should be added on the Screening tab.</p>
34.	<p>Click the Next Step link.</p> <p>Next Step</p>

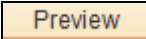
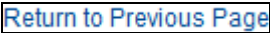
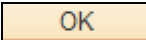
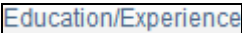
Step	Action
35.	<p>All Core SOI Screening Questions have been added and should not be deleted.</p> <p>In an effort to provide a more qualified and streamlined applicant pool, it is recommended that job specific screening questions be asked of each applicant. For best results, add a job category question set or individual job specific screening questions. For a full list of screening questions or to have questions and/or question sets added to the database, contact the SPD Talent Acquisition division.</p> <p>To add a question set, click the Load from Question Sets link.</p> <p>Load from Question Sets</p>
36.	<p>Select the Check Box to the left of any relevant question set you wish to add to your posting.</p> <p>For this example select the Human Resources checkbox.</p> <p><input type="checkbox"/></p>
37.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
38.	<p>To view the questions once added, click the View Answers link to the right of the line that was added and then click Return.</p> <p>Click the View Answers link.</p> <p>View Answers</p>
39.	<p>Click the Return button.</p> <p><input type="button" value="Return"/></p>
40.	<p>To delete any unnecessary questions, click the Trash Can icon next to the question.</p> <p></p>
41.	<p>To add individual job specific screening questions, click the Add Screening Questions link.</p> <p>Add Screening Questions</p>
42.	<p>Click the Look up Question graphic to search for appropriate questions.</p> <p></p>
43.	<p>Change the Long Description drop down to Contains and then enter the appropriate keywords into the blank field.</p> <p><input type="text" value="contains"/></p>
44.	<p>Click the Look Up button.</p> <p><input type="button" value="Look Up"/></p>
45.	<p>Review the options presented and then click the appropriate Question link to add to posting.</p> <p>NOTE: To add more individual screening questions, repeat these steps.</p> <p>Uniformed Svcs Empl & Reemp</p>


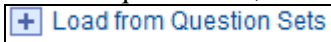

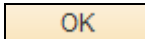
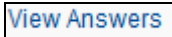
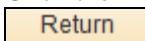

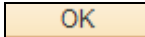
Step	Action
46.	<p>If you act as Recruiter for your assigned agency, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager. It is required that you set up Pre Screening criteria; however Preliminary Screening is optional.</p> <p>WARNING: If Pre Screening criteria are not set up, applicants will be unable to successfully apply to the posting.</p> <p>All applicants will be asked a set of Pre Screening questions prior to accessing the complete State of Indiana application verifying each applicant is 18 years of age or older and legally authorized to work in the United States. If an applicant answers incorrectly to either question, that applicant will not be permitted to apply for that position.</p>
47.	<p>Click the Pre Screening link.</p> <p>Pre Screening</p>
48.	<p>Click the Set Default Values button. The checkmarks will populate in all of the 'Use in Screening' and 'Required' fields for both screening questions.</p> <p>Set Default Values</p>
49.	<p>Click the OK button. This will save your Pre Screening criteria.</p> <p>OK</p>
50.	<p>As a reminder, it is recommended that job specific screening questions be asked of each applicant and that the Preliminary Screening criteria be set up to better streamline your applicant pool. By properly setting up the Preliminary Screening, unqualified candidates can be eliminated from the applicant pool for review and those that are the most qualified be assigned the highest point value.</p> <p>In the Applicant Screening section, click the Preliminary link.</p> <p>Preliminary</p>
51.	<p>Click the Set Default Values button.</p> <p>NOTE: Do not remove any of the default values. All items should be marked 'used in screening' and the questions already marked as 'Required' should remain pass/fail (i.e. preferred experience).</p> <p>Set Default Values</p>
52.	<p>Check the Required box for the lowest level of education.</p> <p><input type="checkbox"/></p>
53.	<p>If screening questions were added that should be pass/fail (i.e. applicants that answer incorrectly will fail screening), check the 'Required' box for each of these questions.</p> <p>NOTE: Only questions with yes/no answer formats can be marked as Required. It is not possible to fail applicants based on questions regarding proficiency or years of experience or those that are open ended.</p> <p><input type="checkbox"/></p>



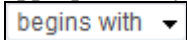
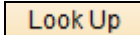

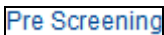
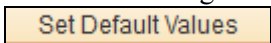
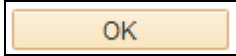
Step	Action
54.	<p>If necessary, adjust the defaulted point values for any question. Those that answer the questions you find most important correctly or with the best/highest option (i.e. Expert proficiency or 10+ years of experience) will receive the highest screening point value.</p> <p>NOTE: A candidate's point value cannot exceed 1000 points or screening will not run properly. Pay close attention to the amount of screening questions added and the points you are assigning to each.</p> <p>To adjust the point values for any question, click the Edit Details link.</p> <p>Edit Details</p>
55.	<p>Adjust the point value appropriately.</p> <p>Enter the desired information into the field.</p>
56.	<p>Click the OK button.</p> <p></p>
57.	<p>Click the OK button .This will save your Preliminary screening criteria.</p> <p>NOTE: At this time, we do not use Final Screening so the setup of this is unnecessary.</p> <p></p>
58.	<p>Click the Next Step link.</p> <p>Next Step</p>
59.	<p>Review the individuals listed on the Hiring Team page and make any necessary changes.</p> <p>Note: To add another Hiring Manager or Interested Party, click the Add Hiring Manager (or Interested Parties) link and enter the appropriate name in the field or use the Magnifying Glass icon to search. Individuals listed in the Hiring Manager field must have appropriate access in PeopleSoft. Individuals listed as Interested Party must have Hiring Manager access to be permitted to review posting or application information.</p> <p>Add Hiring Managers</p>
60.	<p>Click the Save & Submit button. Make note of the Job Opening ID at the top of the page.</p> <p>NOTE: Once you click Save & Submit, the individual listed as Recruiter will receive workflow to review the posting and approve. Individuals listed as Hiring Manager(s) and Interested Party(s) will receive workflow once the posting has been approved and is posted to the job bank.</p> <p></p>
61.	<p>End of Procedure.</p>


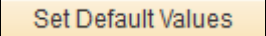


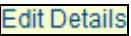
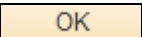
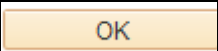
Appendix C: Recruiter Review Posting

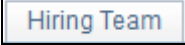

Step	Action
1.	From Main Menu, click the Recruiting link. Recruiting
2.	Click the Pending Approvals link. NOTE: Another way to open the posting for review is to utilize the direct link in the automated workflow message sent to the individual listed as 'Recruiter' on the Hiring Team page of the posting. To use this link, you must be the recruiter and must first be logged in to PeopleSoft HR. Pending Approvals
3.	Click the job title you wish to review.
4.	If there is more than one Target Opening listed, ensure that there is an equal amount of position numbers listed in the Positions section. For example, if there are two Target Openings listed, there should be two position numbers listed in the Positions section at the bottom of this page. If there is only one position number listed in the Position section, contact the hiring manager or human resources for this information and then add it before approving the posting.
5.	Click the Posting Info. link. Posting Info
6.	Click the posting title. For this example, click the Human Resources Generalist 2 - Benefits link. Human Resources Generalist 2 - Benefits
7.	Each posting for a full-time, regular position must include: -Equal Employment Opportunity statement -Benefits statement -Preferred Experience statement -Job Description Ensure the job description, preferred experience and responsibilities sections aren't too detailed. A job bank posting is meant to be an advertisement for the position. While it should be an accurate representation, it should also be as concise as possible. NOTE: The benefits statement is not required in a part-time or intermittent posting. Part-time positions offer reduced benefits; however, we do not have a pre-populated statement for this. You are welcome to manually add a statement referencing this.
8.	Ensure that the 'Visible' fields for all Posting Descriptions match.

Step	Action
9.	The Preferred Experience statement should be a close match to the standard preferred experience statement for that classification. Preferred experience statements can be edited based on hiring managers preference; however, please keep in mind that we still need to ensure consistent and fair hiring for all positions. Adding knowledge, skills and abilities to the Preferred Experience section is acceptable and recommended.
10.	Ensure there are no misspellings or grammatical errors. To check for spelling errors, click the spell-check icon.
11.	Ensure that the Posting Destinations are appropriate for the position. Positions that are more difficult to fill should be on the job bank for at least 14 days. For positions that aren't as difficult to fill, such as Clerical or Administrative Assistants, it is recommended that you change the Posting Duration (Days) to 3 or 5 days.
12.	Click the Preview button for a final review of posting information appearance. 
13.	Click the Return to Previous Page link. 
14.	Click the OK button to get back to the main page. 
15.	Click the Education/Experience tab. 
16.	<p>As the agency/facility recruiter, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager beginning with the Education/Experience page.</p> <p><i>For this posting example, the preferred experience statement is: Four (4) years work experience in human resources management including: compensation; benefits; employee relations; employment law; affirmative action; recruiting; or human resource development and/or retail management; plant management; field supervisory experience; or accredited college training in a related field.</i></p> <p>In the Work Experience & Education section, each level of education has been provided for you. Based on the preferred experience statement for this example, education can be substituted for related work experience. The education to work experience substitution equation is as follows:</p> <p>Associates degree = 2 years of work experience Bachelors degree = 4 years of work experience Masters degree or higher = 6 years of work experience*</p> <p>*Six years is the highest education substitution permitted even if the candidate possesses a degree higher than a Master's level degree.</p> <p>Using this equation, enter the appropriate amount of work experience next to each education level.</p>

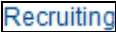
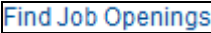
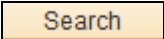




Step	Action
17.	In this example, if a candidate has listed an Associate's degree as his highest level of education, his related degree will substitute for two (2) years of related work experience. This candidate should still possess at least two (2) years of work experience to meet the preferred experience statement for our example. However, as a reminder if a candidate doesn't have the education and/or experience listed in the preferred experience statement but the hiring manager feels the candidate possesses the knowledge, skills and/or ability to perform the necessary functions of the position and can justify the hiring decision should that become necessary, the Talent Acquisition Division recommends that the hiring manager should be allowed to consider this candidate for hire.
18.	No other changes should be made to the Education/Experience tab. If specific educational degrees or professional licenses are required for the position, appropriate screening questions should be added on the Screening tab.
19.	Click the Screening tab. 
20.	All Core SOI Screening Questions have been added and should not be deleted. In an effort to better streamline the applicant pool, it is recommended that job specific screening questions be asked of each applicant. For best results, add a job category question set or individual job specific screening questions. For a full list of screening questions or to have questions and/or question sets added to the database, contact the SPD Talent Acquisition division. To add a question set, click the Load from Question Sets link. 
21.	Select the Check Box to the left of any relevant question set you wish to add to your posting. For this example select the Human Resources checkbox. 
22.	Click the OK button. 
23.	To view the questions once added, click the View Answers link to the right of the line that was added and then click Return. Click the View Answers link. 
24.	Click the Return button. 
25.	To delete any unnecessary questions, click the Trash Can icon next to the question. 
26.	Click the OK button. 



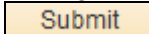
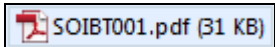
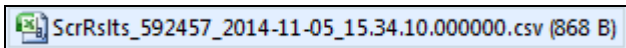
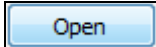
Step	Action
27.	To add individual job specific screening questions, click the Add Screening Questions link. 
28.	Click the Look up Question graphic to search for appropriate questions. 
29.	Change the Long Description drop down to Contains and then enter the appropriate keywords into the blank field. 
30.	Click the Look Up button. 
31.	Review the options presented and then click the appropriate Question link to add to posting. NOTE: To add more individual screening questions, repeat these steps. 
32.	As the agency/facility recruiter, you are responsible for setting up the screening criteria for each posting based on the preferred experience statements and/or preferences of that hiring manager. It is required that you set up Pre Screening criteria; however Preliminary Screening is optional. WARNING: If Pre Screening criteria are not set up, applicants will be unable to successfully apply to the posting. All applicants will be asked a set of Pre Screening questions prior to accessing the complete State of Indiana application verifying each applicant is 18 years of age or older and legally authorized to work in the United States. If an applicant answers incorrectly to either question, that applicant will not be permitted to apply for that position. Scroll to the Applicant Screening section below.
33.	Click the Pre Screening link. 
34.	Click the Set Default Values button. The checkmarks will populate in all of the 'Use in Screening' and 'Required' fields for both screening questions. 
35.	Click Ok . This will save your Pre Screening criteria. 

Step	Action
36.	<p>As a reminder, it is recommended that job specific screening questions be asked of each applicant and that the Preliminary Screening criteria be set up to better streamline your applicant pool. By properly setting up the Preliminary Screening, unqualified candidates can be eliminated from the applicant pool for review and those that are the most qualified be assigned the highest point value.</p> <p>In the Applicant Screening section, click the Preliminary link.</p> 
37.	<p>Click the Set Default Values button.</p> <p>NOTE: Do not remove any of the default values. All items should be marked 'used in screening' and the questions already marked as 'Required' should remain pass/fail (i.e. preferred experience).</p> 
38.	<p>Check the Required box for the lowest level of education.</p> 
39.	<p>If screening questions were added that should be pass/fail (i.e. applicants that answer incorrectly will fail screening), check the 'Required' box for each of these questions.</p> <p>NOTE: Only questions with yes/no answer formats can be marked as Required. It is not possible to fail applicants based on questions regarding proficiency or years of experience or those that are open ended.</p> 
40.	<p>If necessary, adjust the defaulted point values for any question. Those that answer the questions you find most important correctly or with the best/highest option (i.e. Expert proficiency or 10+ years of experience) will receive the highest screening point value.</p> <p>NOTE: A candidate's point value cannot exceed 1000 points or screening will not run properly. Pay close attention to the amount of screening questions added and the points you are assigning to each.</p> <p>To adjust the point values for any question, click the Edit Details link.</p> 
41.	Adjust the point value appropriately.
42.	Enter the desired information into the field. Enter a valid value e.g. " 25 ".
43.	<p>Click the OK button.</p> 
44.	<p>Click the OK button .This will save your Preliminary screening criteria.</p> <p>NOTE: At this time, we do not use Final Screening so the setup of this is unnecessary.</p> 




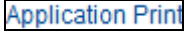
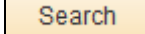


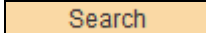

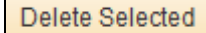

Step	Action
45.	Click the Hiring Team tab. 
46.	Ensure there are appropriate individuals listed in the Recruiter field and Hiring Manager field. Make any necessary changes as appropriate and then click the Approvals tab. 
47.	Once you've reviewed all posting information, click the Approve button or the Deny button as appropriate. Workflow will be sent to the hiring manager either way.
48.	End of Procedure.


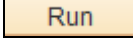
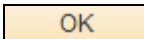

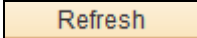

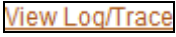
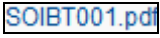
Appendix D: Screen/Route Applicants

Step	Action
1.	From Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link. 
6.	Click the Screen Applicants link. 
7.	Click the View Screening Results link. 
8.	In an effort to provide hiring managers with the most qualified and streamlined applicant pool for review, it is recommended to route the top 25 applicants based on screening points. The points are derived from the screening criterion that was set by the recruiter and how the applicants answered each screening question. If necessary, sort the applicant list by points by clicking the Points Column Header which will put all applicants in order from highest point value to lowest point value. Click the Points Column Header to sort. 




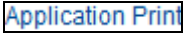
Step	Action
9.	<p>Then select the top 25 applicants, if applicable, that passed screening by placing a check in the box to the left of each name.</p> <p>Click the Checkbox option next to the applicant's name.</p> 
10.	<p>Click the Route Applicant link.</p> 
11.	<p>Insert the name of the hiring manager into the 'Route To' field.</p> <p>NOTE: You can route to multiple hiring managers by clicking the 'plus' sign and then inserting the additional name.</p>
12.	<p>Click the Submit button. This will generate two (2) sets of automated workflow messages via email to the hiring team.</p> 
13.	<p>This is an example of one of the automated workflow messages which contains the list of routed applicants and a PDF attachment. The attachment contains the employment applications of each candidate routed by the Recruiter. Open the attachment to review the applications.</p> <p>Double-click the PDF Document attachment in the email.</p> 
14.	<p>This is an example of the other automated workflow message which contains a spreadsheet listing all candidates that successfully submitted their application, whether they passed or failed screening, and their associated screening points. This email also details instructions regarding reviewing applications based on preferred experience and veterans' preference.</p> <p>Double-click the Excel File attachment in the email.</p> 
15.	<p>Click the Open button.</p> 
16.	<p>For your convenience, this spreadsheet contains the names of the applicants that passed screening, their associated screening points based on how they answered the screening questions, whether they are an internal state employee or an external applicant as well as their email address. You are welcome to sort and format this list if necessary.</p> <p>NOTE: An 'X' in the Review field means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court. You can view the information they listed in the conviction section via their application or from the Manage Applicants page of the posting.</p>
17.	End of Procedure.

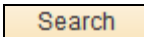

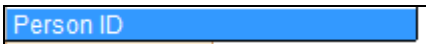
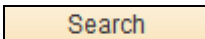

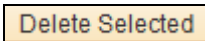

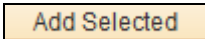
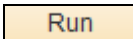
Appendix E: Application Report by Job ID

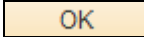



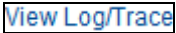
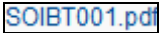
Step	Action
1.	From the Main Menu, click the Reporting Tools link. 
2.	Click in the SOI XML Reports field. 
3.	Click in the Recruiting XMLP Reports field. 
4.	Click the Application Print menu. 
5.	Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab, enter any word and then click Add .
6.	Click the Search button. 
7.	In the Search Criteria section, choose Job Opening ID in the Search Type drop down box. Click the Search Type list. 
8.	Click the Job Opening ID value. 
9.	Enter the Job Opening ID in the Search Value box.
10.	Click the Search button. 
11.	The applicants that are associated with this particular job opening ID appear in the Search Results field. In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as candidates selected for previous reports will remain in the list until deleted. Click the Checkbox option next to the name(s) of the candidate you wish to remove. 
12.	Click the Delete Selected button. 
13.	In the Search Results section, click the Checkbox next to the names of the applicants you wish to review in your report. 

Step	Action
14.	Click the Add Selected button. 
15.	The applicant names that have been selected will now appear in the 'Application Print List'. Click the Run button. 
16.	Ensure the *Type field shows 'Web' and *Format field shows 'PDF'. Click the OK button. 
17.	Click the Process Monitor link. 
18.	Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column. 
19.	When the status shows 'Success' and 'Posted' click the Details link. 
20.	Click the View Log/Trace link. 
21.	Select the File List Name ending in ".pdf" to review the application in the report. 
22.	A new window will open with the PDF report containing the selected candidate applications.
23.	Answers to open ended questions will also appear on the applications.
24.	End of Procedure.


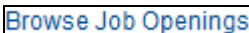

Appendix F: Application Report by Applicant ID




Step	Action
1.	From the Main Menu, click the Reporting Tools link. 
2.	Click in the SOI XML Reports field. 
3.	Click in the Recruiting XMLP Reports field. 
4.	Click the Application Print menu. 

Step	Action
5.	Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab, enter any word and then click Add .
6.	Click the Search button. 
7.	In the Search Criteria section, choose Person ID in the Search Type drop down box. Click the Search Type list. 
8.	Click the Person ID value. 
9.	Enter the Person ID in the Search Value box.
10.	Click the Search button. 
11.	The applications that are associated with this particular applicant ID appear in the Search Results field. In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as applications selected for previous reports will remain in the list until deleted. Click the Checkbox option next to the name(s) of the candidate you wish to remove. 
12.	Click the Delete Selected button. 
13.	In the Search Results section, click the Checkbox for the profile sequence you want to run. NOTE: The highest profile sequence is the most recent application submitted. To sort the results, click the Profile Sequence column header. 
14.	Click the Add Selected button. 
15.	The selected application(s) will appear in the 'Application Print List'. Click the Run button. 

Step	Action
16.	Ensure the Type field shows 'Web' and the Format field shows 'PDF'. Click the OK button. 
17.	Click the Process Monitor link. 
18.	Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column. 
19.	When the status shows 'Success' and 'Posted' click the Details link. 
20.	Click the View Log/Trace link. 
21.	Click the File List Name ending in ".pdf" to review the application in the report. 
22.	A new window will open with the PDF report containing the selected candidate application(s). NOTE: Answers to open ended questions will also appear on the application.
23.	End of Procedure.



Appendix G: Manage Applicants Page


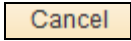
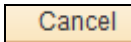
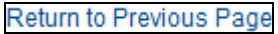
Step	Action
1.	From the main menu, click the Recruiting link. 
2.	Click the Browse Job Openings menu. 
3.	Click the appropriate Posting Title . 
4.	The Applicant Status column denotes whether an applicant is a current state of Indiana employee or is an external applicant.

Step	Action
5.	<p>The Disposition column indicates where the applicant is in the process:</p> <p>Draft: Applicant hasn't successfully applied to the position. Applicants in draft will not go through the automated screening process.</p> <p>Applied: Applicant has successfully applied for the position.</p> <p>Route: Applicants have been sent to the hiring manager for review.</p> <p>Failed Prescreening: Applicant answered at least one of the prescreen questions incorrectly and was not permitted to submit an application for this position.</p>
6.	<p>If there is an icon in the Resume column, the candidate supplied a resume with this application. Resumes are optional for the candidate to provide and should be reviewed in conjunction with the employment application.</p> <p>Click the Resume icon to view the resume.</p> 
7.	<p>For vacancies in a classified position, the hiring manager is required to interview at least one veteran that meets the preferred experience for the position if the veteran has attached his/her DD214. Hiring managers can quickly see which candidates to consider by using the Veteran and Application columns. Applicants with a "Yes" in the Veteran column have indicated they are an honorably separated veteran.</p>
8.	<p>To verify whether or not a candidate attached a DD214 as instructed for veteran preference consideration, click the Application graphic.</p> 
9.	<p>Scroll to the Attachment section to verify that a DD214 has been attached by the applicant. Should you need to review the DD214 or any other attachment included by the applicant, contact your recruiter.</p> <p>NOTE: Information on this page is limited to individuals with recruiter access.</p>
10.	<p>An icon in the Former Employee column indicates that the applicant is a former employee and denotes whether or not that candidate is eligible for rehire.</p> <p>The blue person icon indicates that this former employee left under favorable conditions and is considered eligible for rehire.</p> <p>The yellow caution icon indicates that the former employee did not leave under favorable conditions and is not eligible for rehire with the agency from which he/she left. Should you wish to consider this person for your position, contact your Human Resources department for further clarification.</p>
11.	<p>If you see a Caution icon in the Review Column this means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court.</p>
12.	<p>Click the Caution Icon graphic to review the details of the arrest or conviction as listed by the applicant. Then click the Return button.</p> 
13.	<p>To find contact details for a specific applicant, click the Applicant Name.</p>


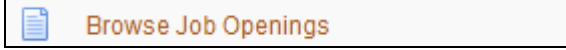

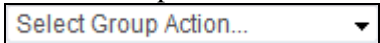
Step	Action
14.	The contact information for the candidate can be reviewed at the top of this page. To return to the full list of applicants, click the Applicant List link. Applicant List
15.	End of Procedure.








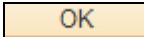
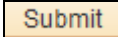
Appendix H: Applicant Data Page

Step	Action
1.	From the Main Menu, click in the Recruiting field. Recruiting
2.	Click the Find Job Openings link. Find Job Openings
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the appropriate Posting Title . Human Resources Generalist 2 - Benefits
6.	Click the name of the appropriate candidate. Laila Alyse
7.	Click the Applicant Data link. Applicant Data
8.	Find the appropriate Job Opening(s) and click the Application graphic. 
9.	From this page, you can view the candidate's <ul style="list-style-type: none"> - resume and attachment(s) if included - questionnaire results - prior conviction information - employment details - license details (if applicable) <p>NOTE: Individuals with Recruiter access can open attachments, if applicable, by clicking the title of the attachment.</p>
10.	Scroll to the Job Openings section to view the questionnaire.
11.	Click the View Questionnaire link. View Questionnaire
12.	Review the questions and responses and then click the Return to Previous Page link. Return to Previous Page


Step	Action
13.	Scroll down to the Prior Conviction Information section to review any applicable information listed there.
14.	Scroll down to the Work Experience section to review information.
15.	Click the Edit Employment History for any employer listed to review the employment details listed by the candidate. 
16.	Click the Cancel button to return. 
17.	Scroll to the Highest Education Level to review this information. If applicable, scroll to the Degrees section and click the Degree link to review the detail listed by the applicant.
18.	Click the Cancel button to return. 
19.	If applicable, scroll to the Licenses and Certifications section.
20.	Click the Licenses and Certifications link to review the detail provided by the candidate and click the cancel button to return.
21.	Once you've reviewed the detail in each section as necessary, scroll to the bottom of the page to return to Applicant Data.
22.	Click the Return to Previous Page link. 
23.	End of Procedure.

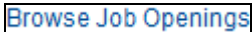

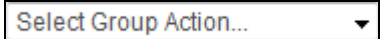



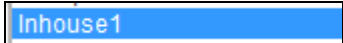

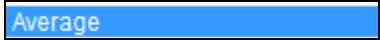


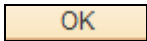
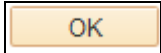
Appendix I: Manage Interview Schedule



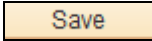
Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Browse Job Openings list item. 
3.	Locate the appropriate Job Opening and click the title.
4.	Click the Checkbox next to each applicant you plan to interview. NOTE: Applicants should be notified of an interview via phone conversation. The steps in this module are simply confirming in PeopleSoft what has already been confirmed via phone with each candidate. 
5.	Click the drop down box for Group Action . 

Step	Action
6.	Click the Manage Interviews list item. 
7.	Click the Go button. 
8.	Click the Expand section button. This is located next to the applicant's name. 
9.	Click the Expand section button next to Interview 1 . 
10.	Click the Interview Type drop down menu. 
11.	Click the Inhouse 1 list item. 
12.	Enter the desired information into the Date field.
13.	Enter the desired information into the Start Time field.
14.	Tab out of the field. Press [Tab] .
15.	Enter the desired information into the End Time field.
16.	Tab out of the field. Press [Tab] .
17.	The employee ID of the Recruiter defaults in this field. Click the Trash Can icon to delete this person. 
18.	Click the OK button. 
19.	Enter your Employee ID number into the Interviewer ID field. NOTE: To add another interviewer, click the Add Interviewer link and enter the Employee ID number of the additional interviewer. Complete these steps for each additional member of the interview team.
20.	If you added more than one applicant to this process, scroll to the next candidate's name and repeat the steps above with appropriate interview information.
21.	Once all information has been added for each candidate, click the Submit button. 
22.	End of Procedure.


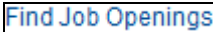
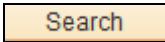

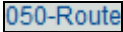


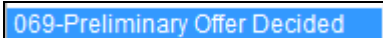
Appendix J: Create Interview Evaluation


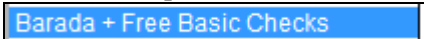
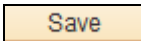
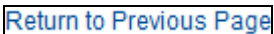
Step	Action
1.	From the Main Menu, click the Recruiting link. 

Step	Action
2.	Click the Browse Job Openings menu. 
3.	Locate the appropriate Job Opening and click on the title.
4.	Click the Checkbox next to the appropriate candidate(s). 
5.	If you only need to enter an interview evaluation for one candidate, select that candidate's checkbox, click the Select Action drop down menu in the Take Action column for that candidate and select Create Interview Evaluation. For this example, click the drop down box for Group Action . 
6.	Click the Create Interview Evaluations list item. 
7.	Click the Go button. 
8.	Click the Interview Type drop down menu. 
9.	Click the Inhouse 1 list item. 
10.	For each list item in the Interview Rating column, choose the rating that reflects the applicant's response to each corresponding interview question. NOTE: A numeric score will populate based on the interview rating chosen. 
11.	Click Average from the drop down menu. 
12.	For each list item, enter objective comments by clicking the Comments icon. 
13.	Example for comments in the Communication Skills list item: "Candidate's speech was clear and concise. She discussed several projects that directly related to her written and verbal communication skills."
14.	Click the Spell Check Comment icon and make any necessary corrections. 
15.	Click the OK button. 
16.	Click the Ok button. 
17.	If you have additional objective comments regarding the overall interview, enter them into the General Comments field.


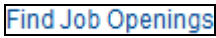
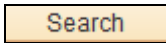
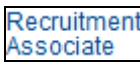
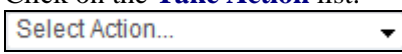
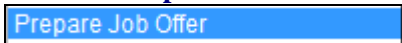
Step	Action
18.	Click the Overall Rating field drop down menu button. Choose the rating which best represents the overall interview evaluation. 
19.	Click the Recommendation field drop down menu button. Choose the recommendation that represents the overall interview evaluation. 
20.	Do not click the Submit Evaluation button. As previously noted, interview evaluations become part of the applicant file and thus part of public record. If you click Submit, we are unable to edit this information if it becomes necessary. Instead, click the Save button once the evaluation has been entered. NOTE: There is no need to submit the final evaluation even after the final candidate has begun employment. Saving the evaluation is a sufficient final step in this process. 
21.	End of Procedure.

Appendix K: Initiate Background Check

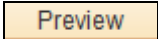
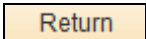
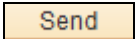

Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link. 
6.	Click on the Disposition of the applicant selected for a background check. If the Disposition isn't an active hyperlink, click on the applicant's name. 
7.	Click the triangle next to Edit Disposition Details to expand the section. 
8.	Click the Status Code drop down list. 
9.	Select the 069-Preliminary Offer Decided option. 






Step	Action
10.	Click the Status Reason list and select the appropriate background check package. 
11.	Select the appropriate background check package per agency business practice. Packages include: Free Basic Check - Sex Offender Registry State & National, BMV Driver's License Check, Limited Criminal History, and Dept of Revenue check Barada Only – Social Security Trace, Criminal County Court Record, and Criminal National Database Barada + Free Basic Check – Combines all services listed above Note: If a credit check is required, email Barada to add this service customerservice@baradainc.com For this example, click the Barada + Free Basic Checks list item. 
12.	Click the Save button. 
13.	A workflow message will be sent to the candidate requesting they complete the Background Check Release form. The employees listed on the requisition under 'Created By', 'Recruiter', all 'Hiring Managers' and the initiator of the request will be blind copied on the workflow message.
14.	Note: If the candidate's email address is invalid Barada will notify us. If this is the case, please contact the candidate and update the email address in their applicant profile in the 'Applicant Data' tab, under 'Contact'. The workflow will need to be resent through PeopleSoft by changing the applicant back to '050-Route' or '020-Applied' status, which will result in a warning box, please ignore. Then complete these steps again to put back into '069-Preliminary Offer Accepted' status.
15.	The results for the Background Check verification process will be sent to the assigned email account(s) currently listed for the respective agency with Barada. If the agency designee(s) needs to be updated or for questions please contact the State Personnel Department Talent Acquisition Division, jobs@spd.in.gov or 1-855-SPD-INHR #2. Click the Return to Previous Page link. 
16.	End of Procedure.

Appendix L: Create/Send Offer Letter


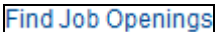
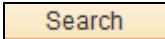


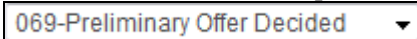
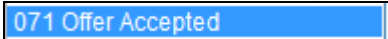
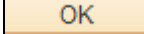

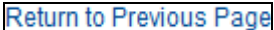

Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click on the Job Title. 
6.	Scroll over to view the Take Action column next to the offer letter recipient.
7.	Click on the Take Action list. 
8.	Click the Prepare Job Offer list item. 
9.	<p>All sections on this page must be complete. Most information will auto-populate based on the vacant PCN. Verify the accuracy of the Position Number and Reports To sections. If necessary, manually update these sections or utilize the magnifying glass lookup feature to find the appropriate information.</p> <p>Note: The Reports To: field must have an employee ID listed. Anyone with Hiring Manager access can be added to the Reports To: field. Typically, the individual listed in this field will be the direct supervisor for this position. However, for SPD, DCS and any agency defaulting to the SPD 00070 offer letter templates, please note that the name entered in the Reports To: field will be the signature in the letter.</p> <p>Note: If your agency designed an offer letter template that references the email address of a specific hiring manager, the email address that will populate will be that of the individual listed as the ‘primary’ Hiring Manager on the Hiring Team page of the job bank posting. If the email address should be different, change the primary hiring manager on the posting before completing the offer letter.</p> <p>Once the Position Number and Reports To fields have been verified for accuracy, enter the Desired State Date, which is the candidate’s first day of work and/or effective date.</p>

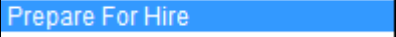



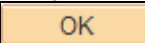

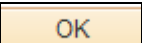
Step	Action
10.	<p>The Offer Date is the creation date of the offer letter, which will auto-populate.</p> <p>The *Status box should remain 010-Extend.</p> <p>Scroll down to view additional information.</p>
11.	<p>Select the appropriate letter for the type of offer being extended (i.e. New Hire, Promotion, Transfer, PT/Intermittent, etc). The number of offer letter templates will vary by agency. The templates were designed by each agency/facility and can be updated as needed by the Talent Acquisition division.</p> <p>Examples: New Hires at IGC = IGC_Offer_Letter Intermittent/PT = INT_PT Promotion = Promo Transfer = Trans or Transfer External New Hire = External_Hire Job Reclassification = Job_Reclass Lateral Transfer = Lateral_Transfer Transfer Same \$ = Transfer_Same_Sal Voluntary Demotion = Vol_Demotion</p> <p>Click the Letter drop down list.</p> <div><input type="text"/></div>
12.	<p>Select the frequency of pay under Component drop down list.</p> <div><input type="text"/></div>
13.	<p>Enter the bi-weekly or hourly compensation offered in *Offer Amount box.</p> <p>Note: The frequency of pay does not pull into the letter, only the offer amount.</p>
14.	<p>Click the Submit button.</p> <p>Note: You can also click ‘Save for Later’ if you aren’t ready to complete the transaction at this point. Directions to complete a draft are detailed later in the training.</p> <div>Submit</div>
15.	<p>Once submitted, click on the Generate Letter and Email Offer link under Offer Letter.</p> <div>Generate Letter and Email Offer</div>

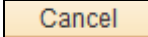
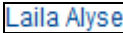



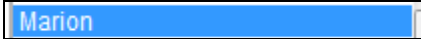

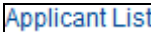



Step	Action
16.	<p>You will be directed to a new page where you will build the content of the email that will be sent to the candidate. From this page, you can preview the offer letter created, add/delete attachments, and enter the email subject and text.</p> <p>Email addresses that pre-populate are 'Display' only.</p> <p>Enter email Subject and Message text as this information does not pre-populate.</p> <p>Click in the *Subject field to enter a subject line for the offer letter. Next you will want to add content into the Message field. The email text should incorporate information that could not be included in the design of the offer letter such as Onboarding room location, 2nd day instructions, etc.</p>
17.	<p>If changes are necessary to the offer letter, you must cancel the transaction and Prepare Job Offer again with updated information. It is not recommended to make/save the changes and then send the manually updated letter within Outlook as there would be no PeopleSoft record of this transaction.</p> <p>Click the .rtf link in the attachment section to review the Offer Letter created. 2014-11-13-15.31.49.0000006131HRS_OFF_LET.rtf</p>
18.	<p>If appropriate, you can also add and delete attachments. Examples of appropriate attachments: campus map, parking facilities, finger printing directions, 2nd day directions, etc.</p>
19.	<p>Click the Preview button to review the email content.</p> <p></p>
20.	<p>Click the Return button.</p> <p></p>
21.	<p>Click the Send button once complete. This will initiate the automated email including the offer letter, all attachments, and email text to the candidate and recipients listed in the CC and BCC lines. The email you receive serves as a confirmation that the offer letter was sent successfully.</p> <p></p>
22.	<p>If necessary, you can review the offer letter history, access a copy of a sent letter, edit an offer letter 'saved for later' in draft status, or delete a saved/draft offer letter from the Manage Applicants page of the posting.</p> <p>Click the Return to Previous Page link. Return to Previous Page</p>
23.	<p>To view the offer letter that was created/sent: Click the candidate's disposition (i.e. Applied, Route, Preliminary Offer Decided).</p> <p>For this example, click the 069-Preliminary Offer Decided link next to Laila Alyse. </p>



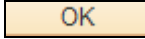

Step	Action
24.	Click on the Letter icon in the Disposition History section. 
25.	Click the OK button to view the word document. 
26.	Review this document and click the Close button when done. 
27.	Click the Return to Previous Page link. Return to Previous Page
28.	To complete an offer letter that you Saved for Later: Click the candidate's disposition (i.e. Applied, Route, Preliminary Offer Decided). For this example, click the 050-Route link next to the selected candidate's name. 050-Route
29.	Click the Offer link in the Disposition History section. Offer
30.	This will bring up the Offer details page for you to verify information, make any changes and then finalize the process as described. Click the Return to Previous Page link. Return to Previous Page
31.	To Delete an offer: Click the candidate's disposition (i.e. Applied, Route, Preliminary Offer Decided, Offer). For this example, click the 050-Route link next to the selected candidate's name. 050-Route
32.	Scroll to the Disposition History section.
33.	Click the Offer link in the Disposition History section. Offer
34.	Click the Delete Offer button. Note: The 'Delete Offer' option should be used for offer letters in 'draft' status only. 
35.	Click the OK button. 
36.	Click the Return to Previous Page link. Return to Previous Page
37.	End of Procedure.

Appendix M: PFH: External Candidate

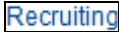
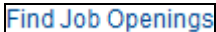
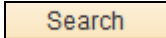


Step	Action
1.	From the Main Menu, click the Recruiting link. NOTE: Candidates must be prepared for hire using these steps via the Manage Applicants page of the posting. If other avenues are used (i.e. Find Applicants), HR Data will not receive appropriate workflow to finalize the hire. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link.
6.	Click on the Disposition for the selected candidate. For this example, click the 069-Preliminary Offer Decided link. NOTE: If the Disposition isn't hyperlinked, click on the applicant's name, find the appropriate Job Opening and then click the Disposition. 
7.	Scroll down to view the Disposition Details.
8.	Click the triangle next to Edit Disposition Details to expand the section. 
9.	Scroll down to view the details.
10.	Click the Status Code drop down list. 
11.	Select the 071 Offer Accepted option. 
12.	Click the OK button in the error message. 
13.	Click the Save button. 
14.	Click the Return to Previous Page link. 
15.	Click the Take Action drop down menu for the selected candidate. 

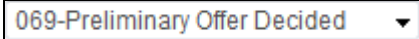
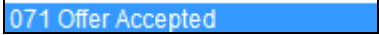
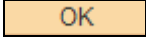
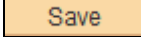
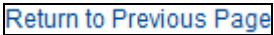

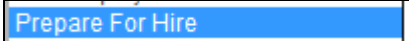


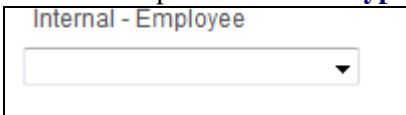

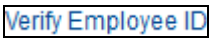

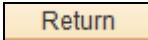
Step	Action
16.	Click the Prepare for Hire option. 
17.	Verify that the position number (PCN) that populates is the correct PCN for the selected applicant. If it is not correct, enter the correct position number or utilize the magnifying glass look-up feature if available.
18.	Enter the bi-weekly salary or hourly rate (whichever applies for the position).
19.	Enter the Start Date into the Start Date field or select it from the calendar.
20.	Click the drop down box for Type of Hire . 
21.	Choose Hire . NOTE: If the candidate you are preparing for hire is a former employee, select Rehire instead of Hire. 
22.	Click the Verify Employee ID link. 
23.	Click the OK button in the pop-up message box. NOTE: If the candidate you are preparing for hire is a former employee, click the Carry ID button and then click Return. 
24.	If any additional comments are necessary for HR Data to review prior to finalizing the hire, you can list them here. Examples include: requests for additional PPAF recipients (i.e. payroll), underfill notes with job code, etc.
25.	Scroll down to ensure the following sections are complete and accurate before proceeding: First Name, Last Name, National ID, all Address fields, and Date of Birth. If all information is complete and accurate, click the Save & Submit Request to HR button. This completes the Prepare for Hire – External Candidate process. However, if any information is missing you will receive an error message notifying you to add this before you can proceed with finalizing the Prepare for Hire process.
26.	The following steps provide instruction for updating these sections if necessary. Click the Save & Submit Request to HR button to review the error message. 
27.	In this example, the county is missing from the Address section. Review the error message and then click the OK button. 



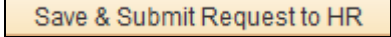
Step	Action
28.	Click the Cancel button. 
29.	From the Manage Applicants page, click on the applicant's name. For this example, click the Laila Alyse link. 
30.	Click the Applicant Data tab. 
31.	If the Date of Birth or National ID (social security number) was missing, click the Eligibility & Identity link and enter information in the appropriate sections. Then click the Save icon. If the first name, last name or any part of the address was missing click the Contact link and enter the information in the appropriate sections. The County is missing from our example. Click the Contact link. 
32.	Select the appropriate County from the County drop down list. 
33.	For this example, select Marion county. 
34.	Click the Save icon. 
35.	Once all information has been entered, click the Applicant List to return to the Manage Applicants page. 
36.	Click the Take action drop down menu for the selected candidate. 
37.	Select the Prepare for Hire list item. 
38.	Verify that the position number (PCN) that populates is the correct PCN for the selected applicant. If it is not correct, enter the correct position number or utilize the magnifying glass look-up feature if available.
39.	Enter the bi-weekly salary or hourly rate (whichever applies for the position).
40.	Enter the Start Date into the Start Date field or select it from the calendar.
41.	Click the Type of Hire drop down list. 

Step	Action
42.	<p>Select the Hire list option.</p> <p>NOTE: If the candidate you are preparing for hire is a former employee, select Rehire instead of Hire.</p> 
43.	<p>Click the Verify Employee ID link.</p> 
44.	<p>Click the OK button in the pop-up message box.</p> <p>NOTE: If the candidate you are preparing for hire is a former employee, click the Carry ID button and then click Ok.</p> 
45.	<p>Click the Save & Submit Request to HR button.</p> 
46.	End of Procedure.

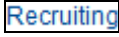

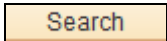


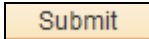
Appendix N: PFH: Internal Candidate

Step	Action
1.	<p>From the Main Menu, click the Recruiting link.</p> <p>NOTE: Candidates must be prepared for hire using these steps via the Manage Applicants page of the posting. If other avenues are used (i.e. Find Applicants), HR Data will not receive appropriate workflow to finalize the hire.</p> 
2.	<p>Click the Find Job Openings link.</p> 
3.	Enter the desired information into the Job Opening ID field.
4.	<p>Click the Search button.</p> 
5.	Click the Job Title link.
6.	<p>Click on the Disposition for the selected candidate.</p> <p>For this example, click the 069-Preliminary Offer Decided link.</p> <p>NOTE: If the Disposition isn't hyperlinked, click on the applicant's name, find the appropriate Job Opening and then click the Disposition.</p> 
7.	<p>Click the triangle next to Edit Disposition Details to expand the section.</p> 

Step	Action
8.	Click the Status Code drop down list. 
9.	Select the 071 Offer Accepted option. 
10.	Click the OK button in the error message. 
11.	Click the Save button. 
12.	Click the Return to Previous Page link. 
13.	Click the Take Action drop down menu for the selected candidate. 
14.	Click the Prepare for Hire option. 
15.	Verify that the position number (PCN) that populates is the correct PCN for the selected applicant. If it is not correct, enter the correct position number or utilize the magnifying glass look-up feature if available.
16.	Click the Magnifying Glass icon. 
17.	For this example, select the 10065656 Position Number link. 
18.	Enter the bi-weekly salary or hourly rate (whichever applies for the position).
19.	Enter the Start Date into the Start Date field or select it from the calendar.
20.	Click the drop down box for Type of Hire . 
21.	Choose Transfer . 
22.	Click the Verify Employee ID link. 
23.	Click the Carry ID button. 
24.	Click the Return button. 

Step	Action
25.	Enter the Reason for Transfer . Click the Magnifying Glass icon. 
26.	For this example, select the LSA (Lateral Transfer Same Agency) link. 
27.	If any additional comments are necessary for HR Data to review prior to finalizing the hire, you can list them here. Examples include: requests for additional PPAF recipients (i.e. payroll), underfill notes with job code, etc.
28.	Ensure the following sections are complete and accurate before proceeding: First Name, Last Name, National ID, all Address fields, and Date of Birth. If any information is missing or inaccurate, contact the Talent Acquisition division. If all information is complete and accurate, click the Save & Submit Request to HR button. 

Appendix O: PFH: Withdraw from Ready to Hire

Step	Action
1.	From the Main Menu, click the Recruiting link. 
2.	Click the Find Job Openings link. 
3.	Enter the desired information into the Job Opening ID field.
4.	Click the Search button. 
5.	Click the Job Title link.
6.	Find the candidate that needs to be withdrawn from 080-Ready to Hire and click the Take Action drop down list. 
7.	Select the Withdraw From Hire option. 
8.	Click the Submit button. 
9.	This window is confirmation of a successful withdraw. Click the Return to Previous Page link. 